TRADELINK ELECTRONIC COMMERCE LIMITED

Textiles Trader Registration Scheme (TTRS)
User Manual (V2.1)

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CHAPTER 1: OVERVIEW OF TEXTILES TRADER REGISTRATION SCHEME (TTRS) SERVICES

1.1 INTRODUCTION OF TTRS SERVICE

This TTRS Thick Client System ("the System") is designed to facilitate the traders and shipping agents to execute trading documentation with government. The System is designed to simplify the numerous tasks involved with trading, and to provide traders and shipping agents with the easiest way to complete all the tasks involved through a single electronic interface.

The System provides the following features:

- Secure communication gateway
- Store-and-forward mail-boxing facility for the communication between the traders and shipping agents
- Signature verification
- Transaction status checking
- Acknowledgement handling
- Audit trail and archiving of transactions
- Formatting messages of Tradelink's electronic format into the government's required format

In addition, there are four user platforms in the System, namely Trader Platform, Manufacturer Platform, Forwarder Platform and Carrier Platform. Different user platform has different features. The details of the system's functionality are fully explained in the following chapters.

1.2 SUMMARY TABLE OF USER ROLES

The following highlights the user roles in different user platforms.

Trader Platform (Outgoing Messages)				
Document Types	To Forwarder	To Carrier	To Gov't	To Manufacturer
IN, ENII	X	X	X	
SAA	X	X		X
SAA/ Withdrawal[1]	X	X		
Request for Amendment/ Cancellation	X	X	X	X
Request for Amendment in response to Query			X	X
ENI				X
Double signed ENI	X	X	X	X
Double signed Request for Amendment of ENI	X	X	X	X
Double signed Request for Amendment in response to Query of ENI			X	X
Trader Platform (Incoming Messages)				
Document Types	From Forwarder	From Carrier	From Gov't	From Manufacturer
Response to Request (SEDIF)	X	X		
SAA				X
ENI				X
Double signed ENI				X
Request for Amendment of ENI				X
Double signed Request for Amendment of ENI				X
Request for Amendment in response to Query of ENI				X
Double signed Request for Amendment in response to Query of ENI				X

Forwarder Platform (Incoming Messages)				
Document Types	From Trader	From Carrier	From Forwarder	From Gov't
IN, ENII	X			
SAA	X		X[2]	
Change Request (SEDIF)	X		X	
Response to Request (SEDIF)		X	X	
Request for Amendment/ Cancellation	X			
Double signed ENI	X			
Double signed Request for Amendment of ENI	X			

[1] SAA/Withdrawal will be forwarded to the existing Forwarders and Carriers in form of a Withdrawal Request (SEDIF), and that to the new Forwarders and Carriers in forms of Notification Copy + SAA.
[2] When inbound forwarder is the same as the outbound forwarder, forwarder will send SAA to himself.

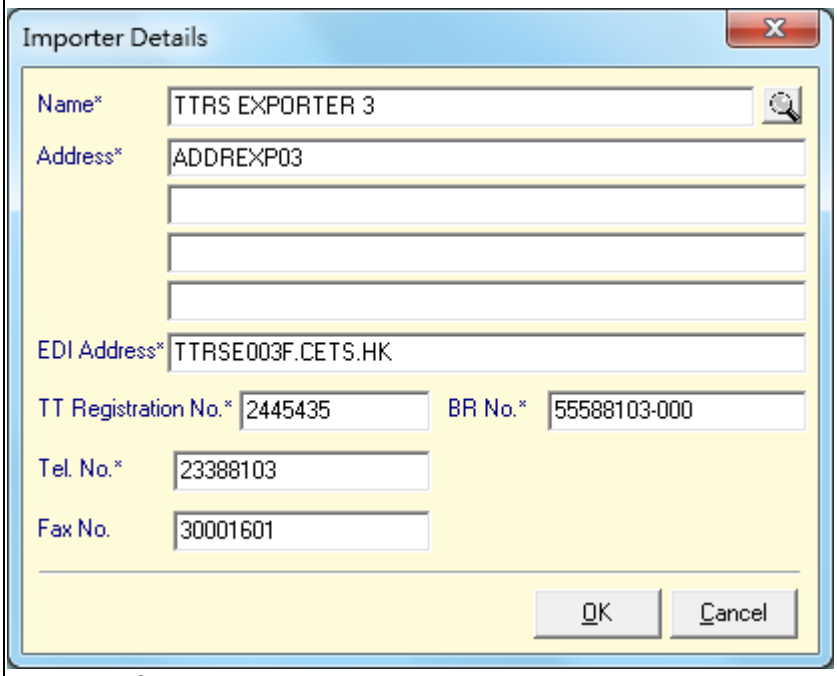
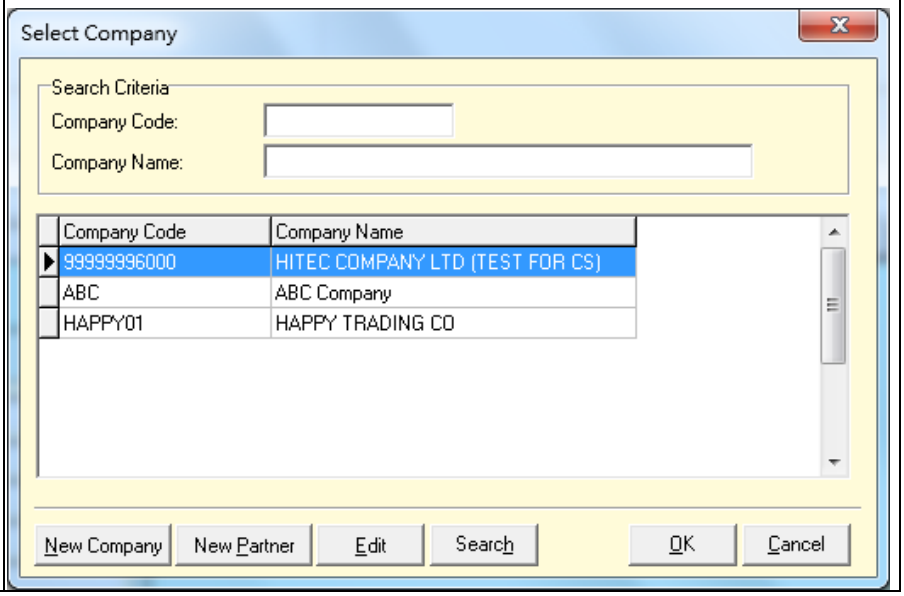
Carrier Platform (Incoming Messages)				
Document Types	From Forwarder	From Trader	From Gov't	From Carrier
IN, ENII		X		
SAA	X	X		X
Change Request (SEDIF)	X	X		X
Response to Request (SEDIF)				X
Request for Amendment/ Cancellation	X	X		
Double signed ENI		X		
Double Signed Request for Amendment of ENI		X		

Manufacturer Platform (Outgoing Messages)			
Document Types	To Gov't	To Carrier	To Trader
Double signed ENI			X
ENI			X
SAA			X
Request for Amendment of ENI			X
Double signed Request for Amendment of ENI	X	X	X
Request for Amendment in response to Query of ENI			X
Double signed Request for Amendment in response to Query of ENI	X		X
Manufacturer Platform (Incoming Messages)			
Document Types	From Gov't	From Carrier	From Trader
ENI			X
SAA			X
Double signed ENI			X
Request for Amendment of ENI			X
Double signed Request for Amendment of ENI			X
Request for Amendment in response to Query of ENI			X
Double signed Request for Amendment in response to Query of ENI			X
Government Query	X		
Approval/ Rejection of Request	X		

Government Platform (Outgoing Messages)			
Document Types	To Manufacturer	To Carrier	To Trader
Approval/ Rejection of Request	X		X
Government Query	X		X
Government Platform (Incoming Messages)			
Document Types	From Manufacturer	From Carrier	From Trader
IN, ENII			X
Double signed ENI	X		X
Request for Amendment/ Cancellation			X
Double signed Request for Amendment of ENI	X		X
Request for Amendment in response to query			X
Double signed Request for Amendment in response to Query of ENI	X		X

1.3 SOFTWARE CONVENTIONS

Following is a table listing the usage of icons used in the TTRS thick client system.

Icons	Usage
	By clicking the lookup icon next to a trader "e.g. Importer", its profile is prompted.  User can further click the lookup icon next to the company name; a company searching form is opened. 

	User is able to search a particular company code by inputting a full or a partial company code/ name with an asterisk (*) symbol and press Search button Matched result will then be listed underneath.
	By clicking this calendar icon next to a date field (e.g. Date of Departure), a calendar is prompted for user to select a date. The calendar indicates the current year and month (at the top) and current date (in red color). User is able to view previous or next month. Once user has chosen the desired date, he can just click on it. Then the date will be automatically displayed in the Date field.
	By clicking this pull down icon next to a pull down menu (e.g. Mode of Transport), the options are shown in the pull down list for user to choose.
*	The fields marked with * (e.g. Importer) are mandatory fields which must be filled in by user.

CHAPTER 2: INTERFACE OVERVIEW

2.1 LOGIN

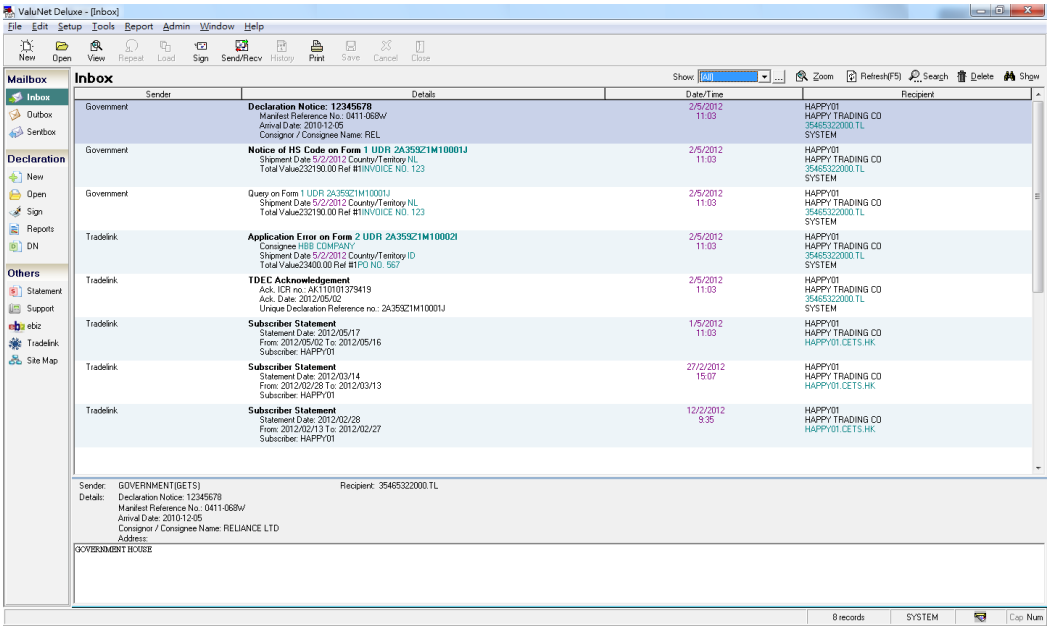
User can simply follow the steps below to enter the Tradelink Textiles Trader Registration Scheme (TTRS) Service.

1. *Enter the correct User ID and Password, and then click OK button to login to Textiles Trader Registration Scheme (TTRS) Service.*

ValuNet Deluxe
TRADELINK
TRADELINK'S E-BUSINESS SOLUTION for
TRADE DECLARATIONS & THE BROAD
RANGE of GOVERNMENT SERVICES
User ID:
Password:
OK
Exit
This computer program is protected by Hong Kong copyright law and international copyright treaties. Unauthorised duplication or distribution of whole or part of this software may result in severe civil and criminal penalties.
ValuNet Deluxe Version 5.5.18X Copyright© 2005 Tradelink Electronic Commerce Limited. All Rights Reserved.
English
中文(C)
Default

2. *If success login, screen is shown as below.*

2.2 INBOX


ValuNet Deluxe - [Inbox]
File Edit Setup Tools Report Admin Window Help
New Open View Repeat Load Sign Send/Recv History Print Save Cancel Close
Mailbox
Inbox
Outbox
Sentbox
Declaration
New
Open
Sign
Reports
DN
Others
Statement
Support
ebiz
Tradelink
Site Map
Inbox
Show All Zoom Refresh(F5) Search Delete Show
Sender Details Date/Time Recipient
Government Declaration Notice: 12345678 Manifest Reference No.: 0411-068W Arrival Date: 2010-12-05 Consignor / Consignee Name: REL 2/5/2012 11:03 HAPPY01 HAPPY TRADING CO 3546532200.TL SYSTEM
Government Notice of HS Code Form 1 UDR 2A359Z1M10001J Shipment Date 5/2/2012 Country/Territory NL Total Value232190.00 Ref #1INVOICE NO. 123 2/5/2012 11:03 HAPPY01 HAPPY TRADING CO 3546532200.TL SYSTEM
Government Query on Form 1 UDR 2A359Z1M10001J Shipment Date 5/2/2012 Country/Territory NL Total Value232190.00 Ref #1INVOICE NO. 123 2/5/2012 11:03 HAPPY01 HAPPY TRADING CO 3546532200.TL SYSTEM
Tradelink Application Error on Form 2 UDR 2A359Z1M10002I Consignee HEB COMPANY Shipment Date 5/2/2012 Country/Territory ID Total Value23400.00 Ref #1PO NO. 567 2/5/2012 11:03 HAPPY01 HAPPY TRADING CO 3546532200.TL SYSTEM
Tradelink TDEC Acknowledgement Ack. ICR no.: AK110101379419 Ack. Date: 2012/05/02 Unique Declaration Reference no.: 2A359Z1M10001J 2/5/2012 11:03 HAPPY01 HAPPY TRADING CO 3546532200.TL SYSTEM
Tradelink Subscriber Statement Statement Date: 2012/05/17 From: 2012/05/02 To: 2012/05/16 Subscriber: HAPPY01 1/5/2012 11:03 HAPPY01 HAPPY TRADING CO HAPPY01.CETS.HK
Tradelink Subscriber Statement Statement Date: 2012/03/14 From: 2012/02/28 To: 2012/03/13 Subscriber: HAPPY01 27/2/2012 15:07 HAPPY01 HAPPY TRADING CO HAPPY01.CETS.HK
Tradelink Subscriber Statement Statement Date: 2012/02/28 From: 2012/02/13 To: 2012/02/27 Subscriber: HAPPY01 12/2/2012 9:35 HAPPY01 HAPPY TRADING CO HAPPY01.CETS.HK
Sender: GOVERNMENT(GETS) Recipient: 3546532200.TL
Details: Declaration Notice: 12345678 Manifest Reference No.: 0411-068W Arrival Date: 2010-12-05 Consignor / Consignee Name: RELIANCE LTD Address:
GOVERNMENT HOUSE
8 records SYSTEM Cap Num

On click Inbox icon

will open Inbox where all incoming TTRS messages are stored. It has the following features:

A) Open Inbox Message

To open a message, user can either double click that message or highlight it and click Show icon

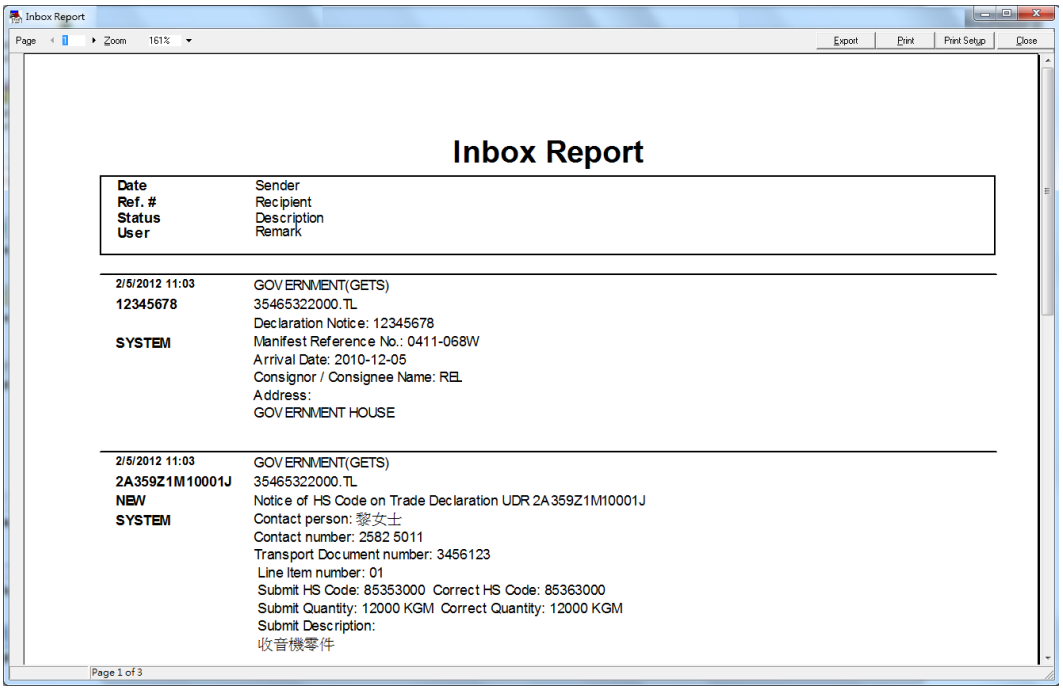
to open that message. Message is opened with corresponding processing buttons and view buttons depending on user platform and message status.

> Tips
>
> - A new incoming TTRS message is bold at once and is un-bold when it has been read.

B) Print Inbox Message

User is also able to print out all messages in Inbox by clicking Print icon

. Below is a sample printout for Inbox messages.

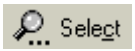


C) Delete Inbox Message

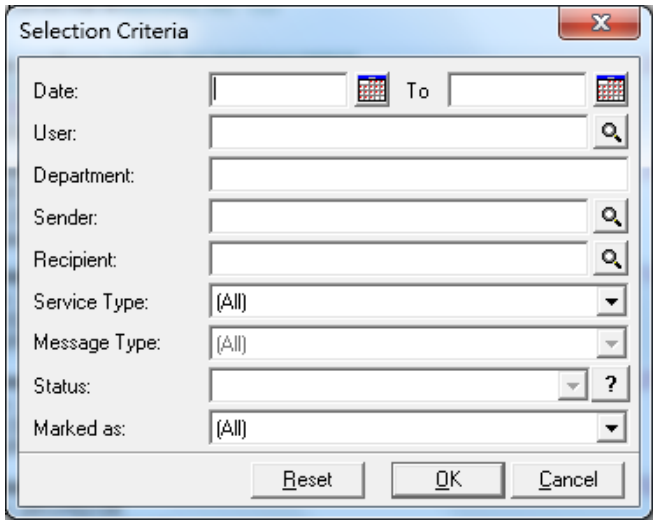
User is also able to delete Inbox messages by clicking Delete icon

. Deleted message cannot be recovered.

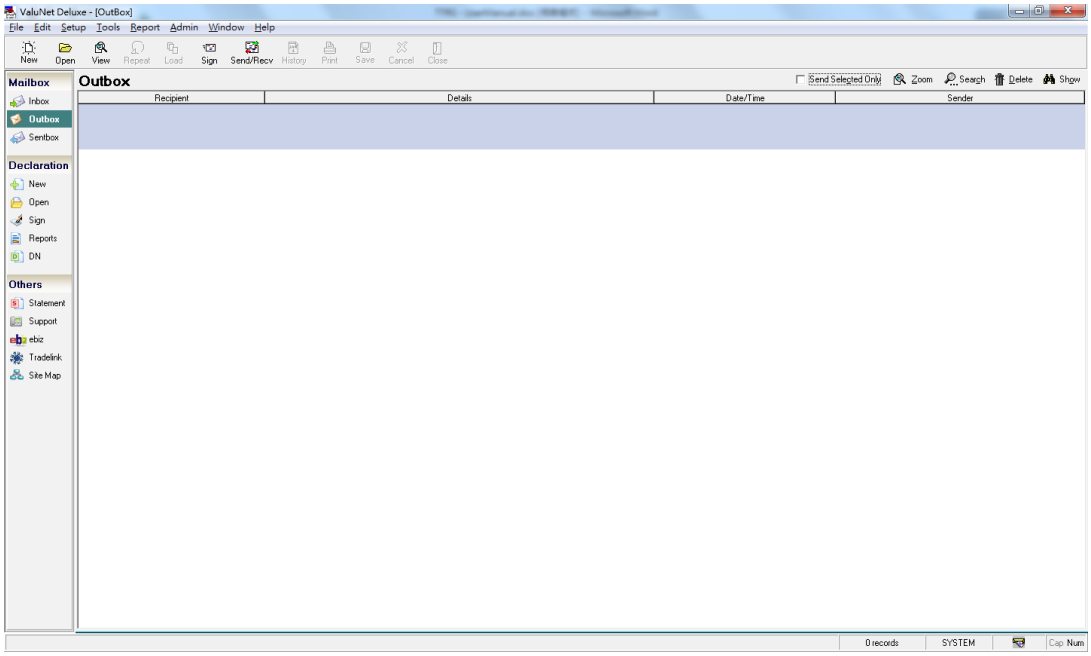
D) Filter Inbox Message

User is also able to filter Inbox messages by clicking Select icon 

. User is required to input selection criteria in the pop up window opened as below. Then Inbox messages are filtered and listed out.



2.3 OUTBOX



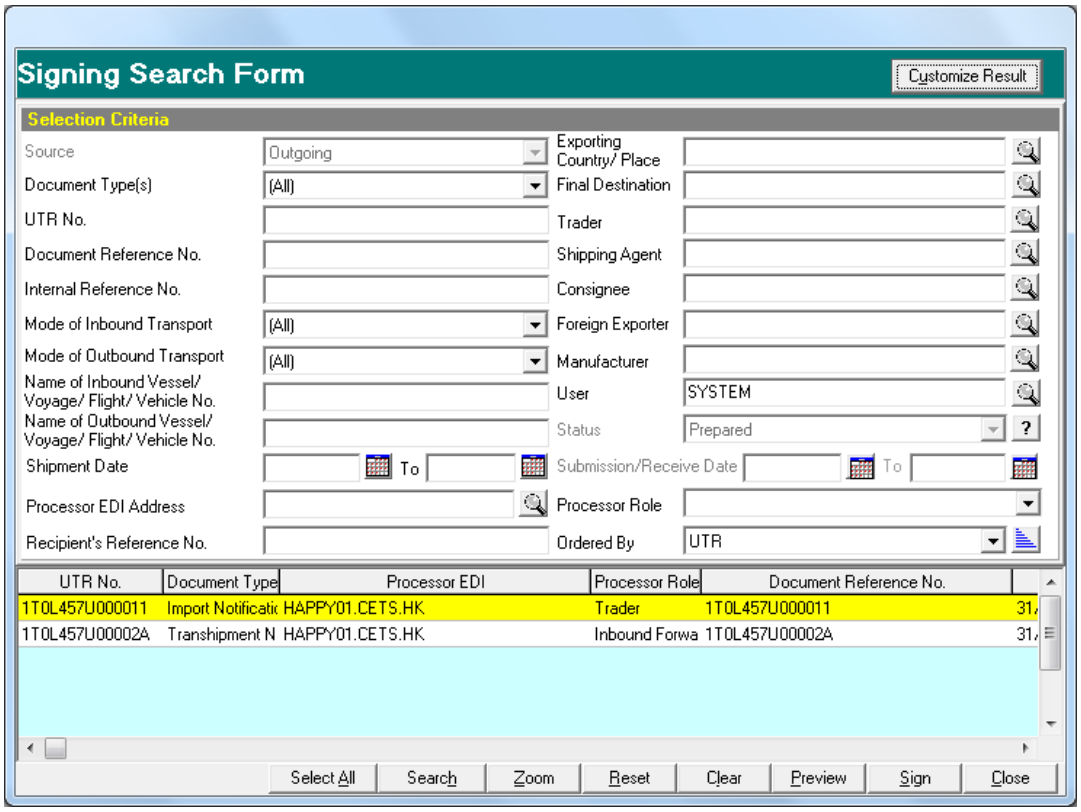
On click Outbox icon

will open Outbox where all outgoing TTRS messages, which have been signed but not sent, are stored. It has the same features (A, C, D) of Inbox. (Please refer to chapter 2, section 2.2 for reference)

E) Batch Sign Outbox Message

In addition to the three features, it also allows batch signing of outgoing messages. On click Sign icon

and select TTRS sub-menu will open a Signing Search Form as below.



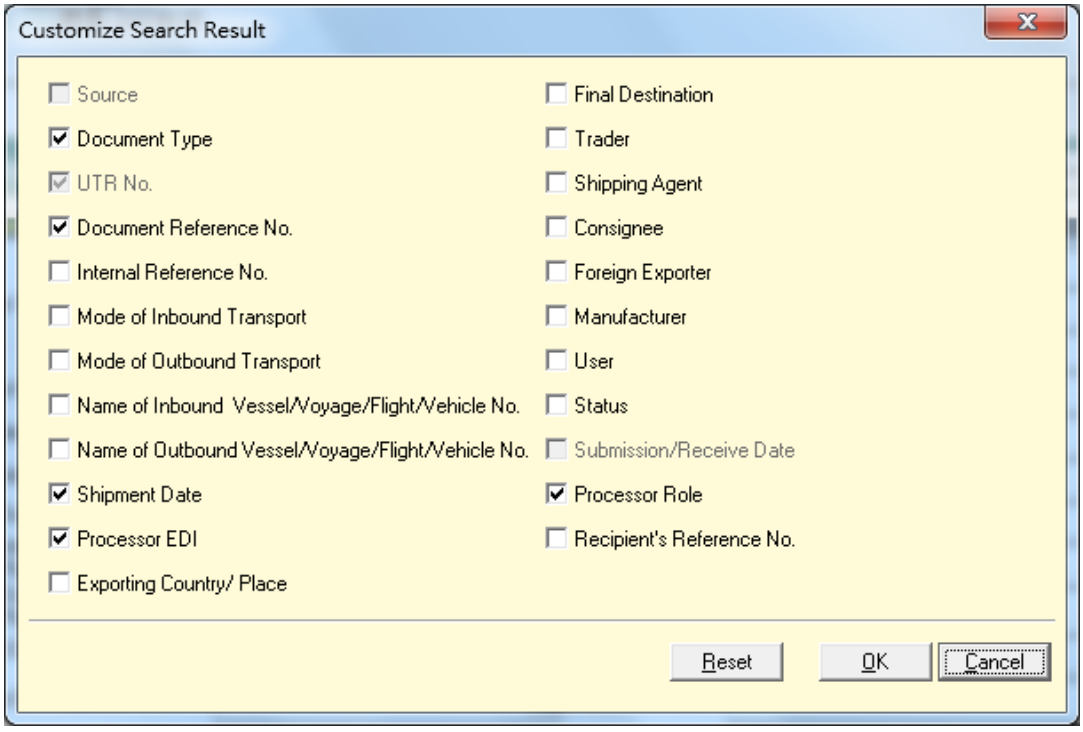
This Signing Search Form has the following features:

i) Search for Specific Record

User is able to search records using the searching criteria under the Selection Criteria section by clicking button Search.

ii) Customize Message List

User is able to customize message list by clicking Customize Result button Customize Result. Those fields checked are those column headings shown in the message list.



iii) Filter, Reset, Zoom

User is able to enter selection criteria to filter outgoing messages listed and reset those selection criteria by clicking Reset button Reset. In case too many messages are listed, user can zoom in the message list by clicking Zoom button Zoom.

iv) Sign Outbox Message

User can highlight multiple outgoing messages and click Sign button Sign to sign those messages by batch. User can clear the highlight by clicking Clear button Clear.

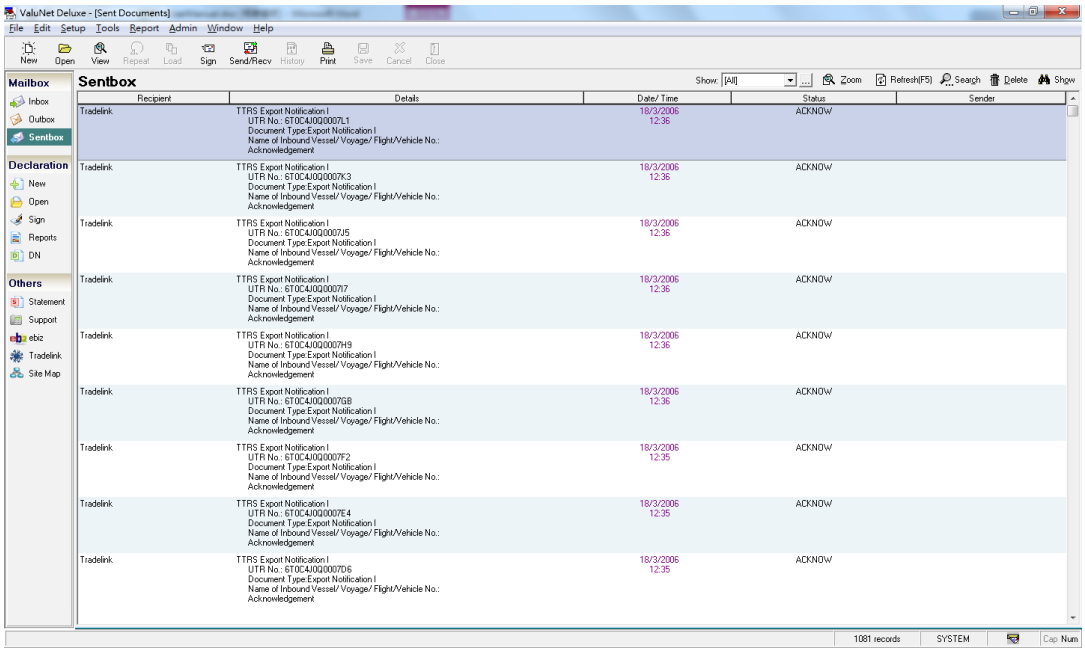
v) Preview Outbox Message

Before signing, user can preview the message by clicking Preview button Preview.

Tips

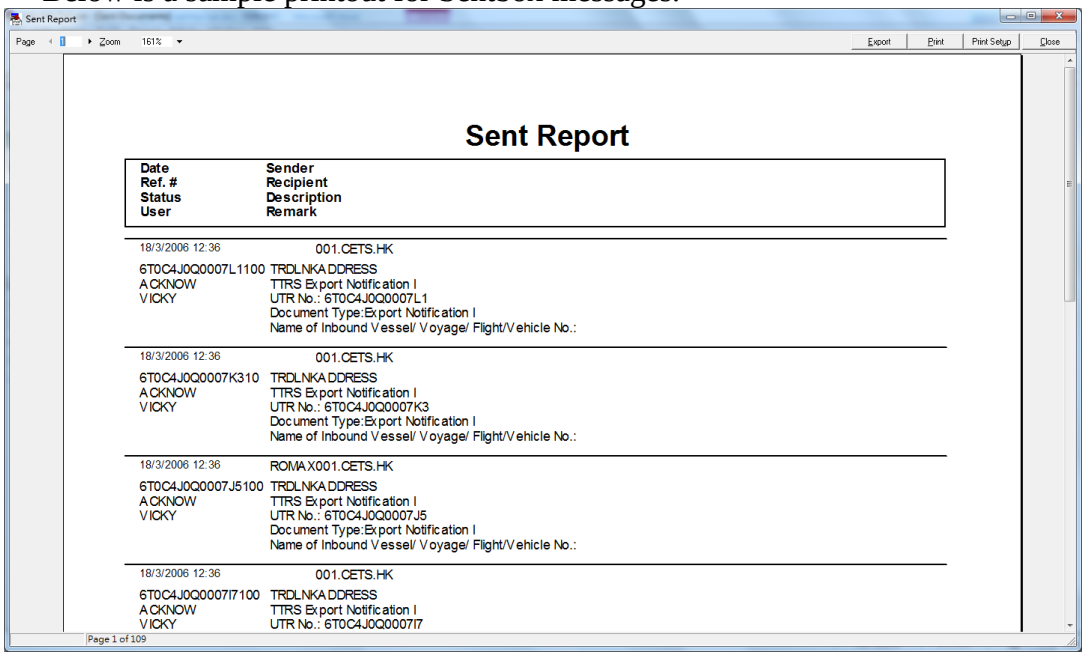
- Outbox message is pending for sending. If it is opened and edited, then it has to be saved and signed again before sending out.

2.4 SENTBOX


ValuNet Deluxe - [Sent Documents]
File Edit Setup Tools Report Admin Window Help
New Open View Repeat Load Sign Send/Recv History Print Save Cancel Close
Mailbox
Inbox
Outbox
Sentbox
Declaration
New
Open
Sign
Reports
DN
Others
Statement
Support
ebiz
Tradelink
Site Map
Sentbox
Show: [All] Zoom Refresh(F5) Search Delete Show
Recipient Details Date/ Time Status Sender
Tradelink TTRS Export Notification I UTR No.: 6T0C4J0Q0007L1 Document Type:Export Notification I Name of Inbound Vessel/ Voyage/ Flight/Vehicle No.: Acknowledgement 18/3/2006 12:36 ACKNOW
Tradelink TTRS Export Notification I UTR No.: 6T0C4J0Q0007K3 Document Type:Export Notification I Name of Inbound Vessel/ Voyage/ Flight/Vehicle No.: Acknowledgement 18/3/2006 12:36 ACKNOW
Tradelink TTRS Export Notification I UTR No.: 6T0C4J0Q0007J5 Document Type:Export Notification I Name of Inbound Vessel/ Voyage/ Flight/Vehicle No.: Acknowledgement 18/3/2006 12:36 ACKNOW
Tradelink TTRS Export Notification I UTR No.: 6T0C4J0Q0007I7 Document Type:Export Notification I Name of Inbound Vessel/ Voyage/ Flight/Vehicle No.: Acknowledgement 18/3/2006 12:36 ACKNOW
Tradelink TTRS Export Notification I UTR No.: 6T0C4J0Q0007H9 Document Type:Export Notification I Name of Inbound Vessel/ Voyage/ Flight/Vehicle No.: Acknowledgement 18/3/2006 12:36 ACKNOW
Tradelink TTRS Export Notification I UTR No.: 6T0C4J0Q0007GB Document Type:Export Notification I Name of Inbound Vessel/ Voyage/ Flight/Vehicle No.: Acknowledgement 18/3/2006 12:36 ACKNOW
Tradelink TTRS Export Notification I UTR No.: 6T0C4J0Q0007F2 Document Type:Export Notification I Name of Inbound Vessel/ Voyage/ Flight/Vehicle No.: Acknowledgement 18/3/2006 12:35 ACKNOW
Tradelink TTRS Export Notification I UTR No.: 6T0C4J0Q0007E4 Document Type:Export Notification I Name of Inbound Vessel/ Voyage/ Flight/Vehicle No.: Acknowledgement 18/3/2006 12:35 ACKNOW
Tradelink TTRS Export Notification I UTR No.: 6T0C4J0Q0007D6 Document Type:Export Notification I Name of Inbound Vessel/ Voyage/ Flight/Vehicle No.: Acknowledgement 18/3/2006 12:35 ACKNOW
1081 records SYSTEM Cap Num

On click Sentbox icon will open Sentbox where all outgoing TTRS messages, which have been sent, are stored. It has the same features (A, B, C, D) of Inbox. (Please refer to chapter 2, section 2.2 for reference)

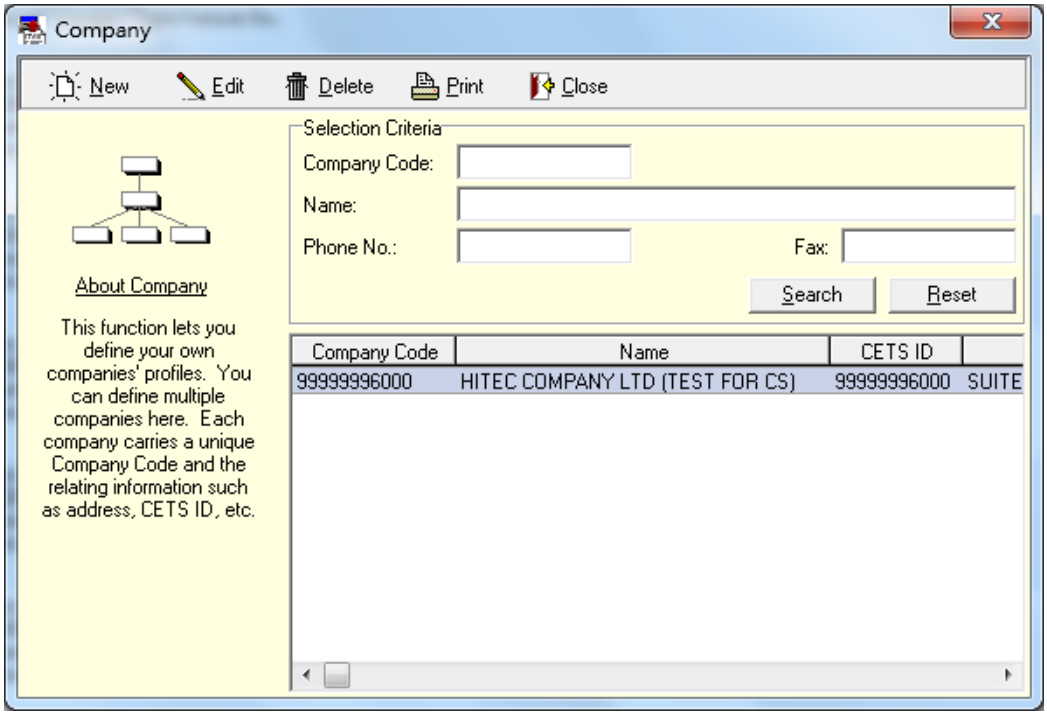
Below is a sample printout for Sentbox messages.



2.5 PROFILE SETUP

2.5.1 COMPANY PROFILE SETUP

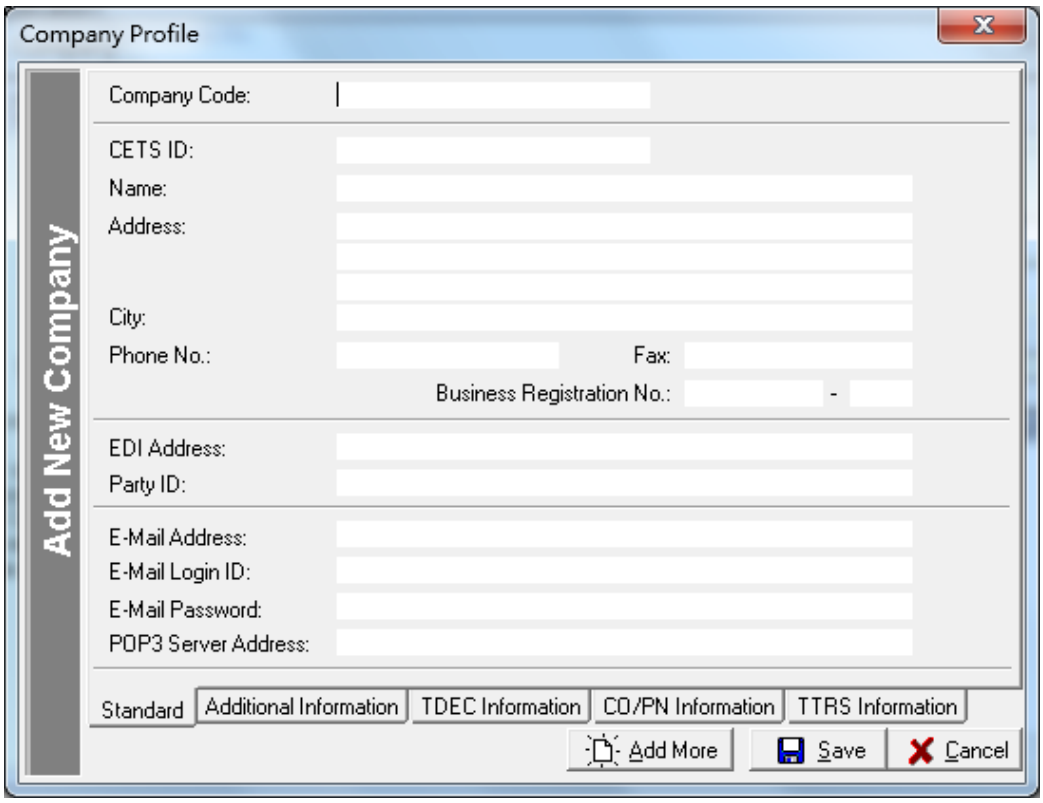
Company profile can be added, edited and deleted by clicking the menubar Setup>Company.



It lists out all predefined company profile. User can search a particular company profile by entering partial or full Company code, Name, Phone No. or Fax.

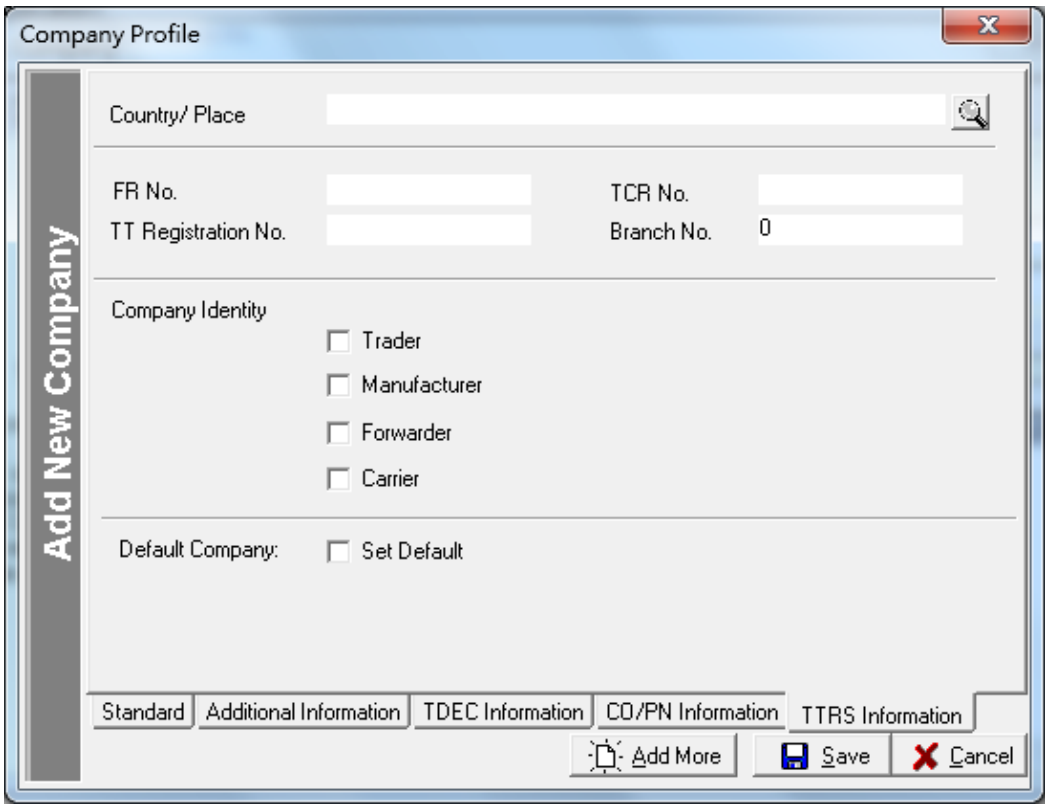
User is able to add a new company profile by clicking the New icon

. User is required to fill in the following two tab pages (Standard and TTRS Information) for TTRS services.



Tips

- Users must be registered with Tradelink and have a valid EDI address.
- Company code is unique field.

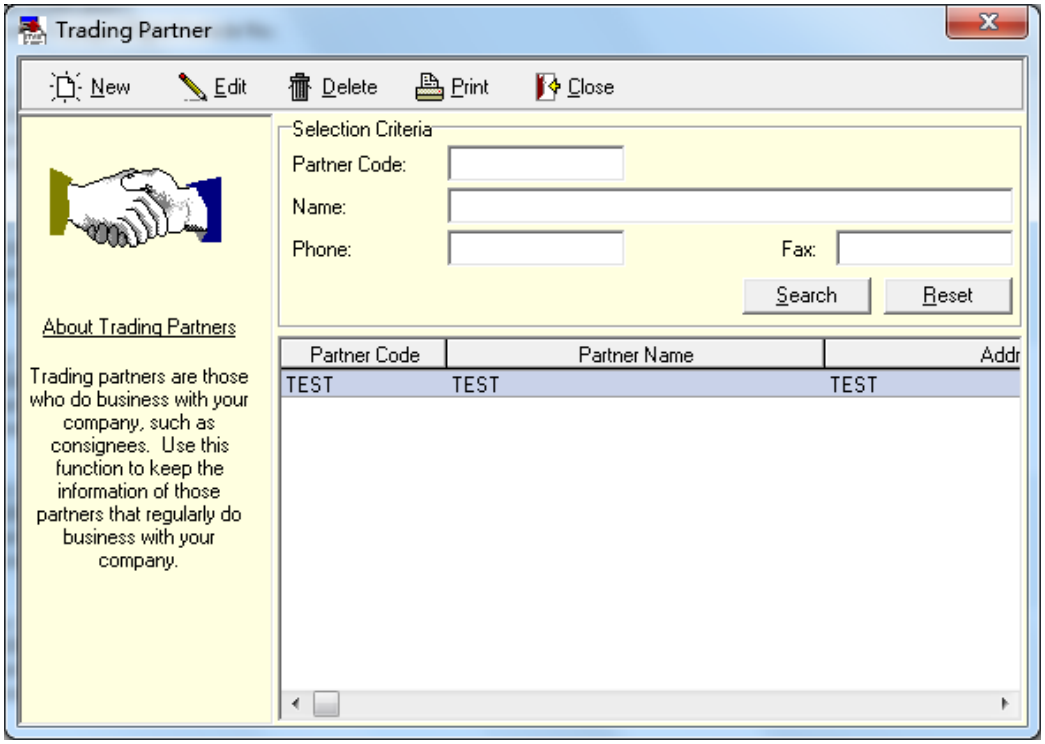


Tips

- The first digit of TT Registration No. must be either 1 or 2.
- User can select one or multiple company identities (Trader, Manufacturer, Forwarder and Carrier) depending on his role.
- Only one company can be set as default company. This default company will be automatically retrieved and displayed in fresh notification created.

2.5.2 TRADING PARTNER PROFILE SETUP

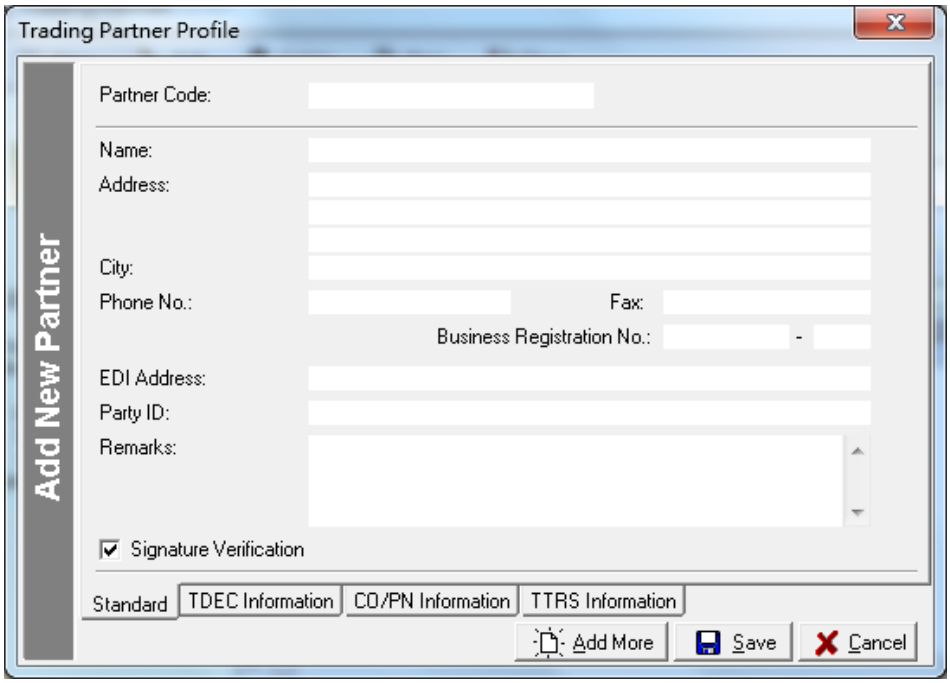
Trading partner profile can be added, edited and deleted by clicking the menubar Setup>Trading Partner.



It lists out all predefined trading partner profile. User can search a particular trading partner profile by entering partial or full Trading Partner Code, Name, Phone or Fax.

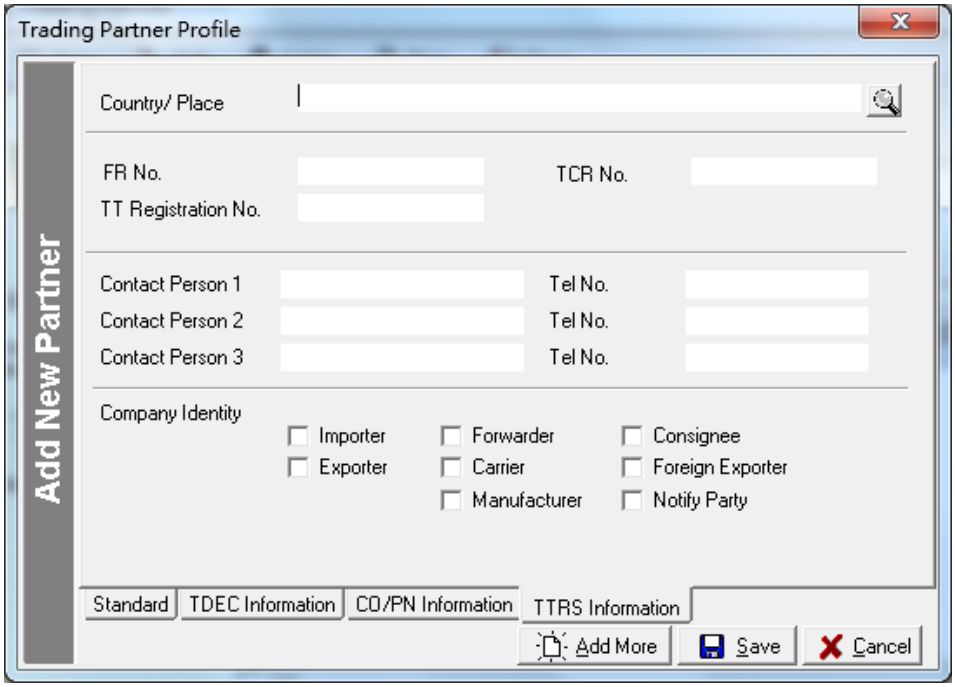
User is able to add a new trading partner profile by clicking the New icon

. User is required to fill in the following two tab pages (Standard and TTRS Information) for TTRS services.



Tips

- Users must be registered with Tradelink and have a valid EDI address.
- Partner Code is unique field.

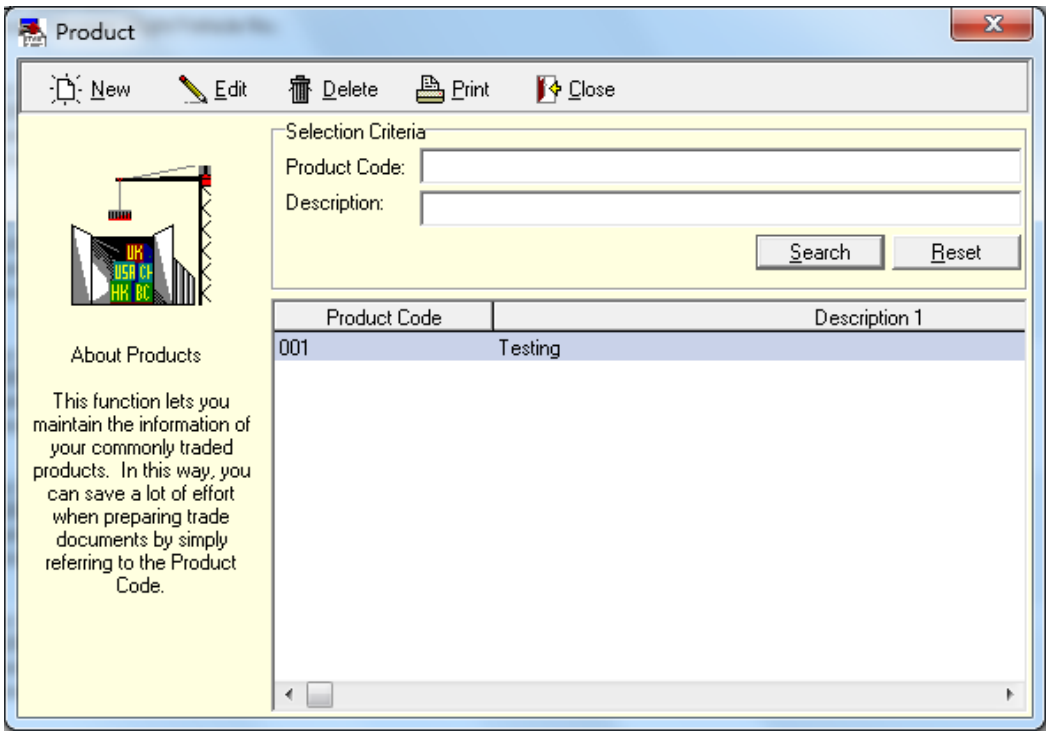


Tips

- The first digit of TT Registration No. must be either 1 or 2.
- User can select one or multiple company identities (Importer, Exporter, Forwarder, Carrier, Manufacturer, Consignee, Foreign Exporter and Notify Party) depending on his role.

2.5.3 PRODUCT PROFILE SETUP

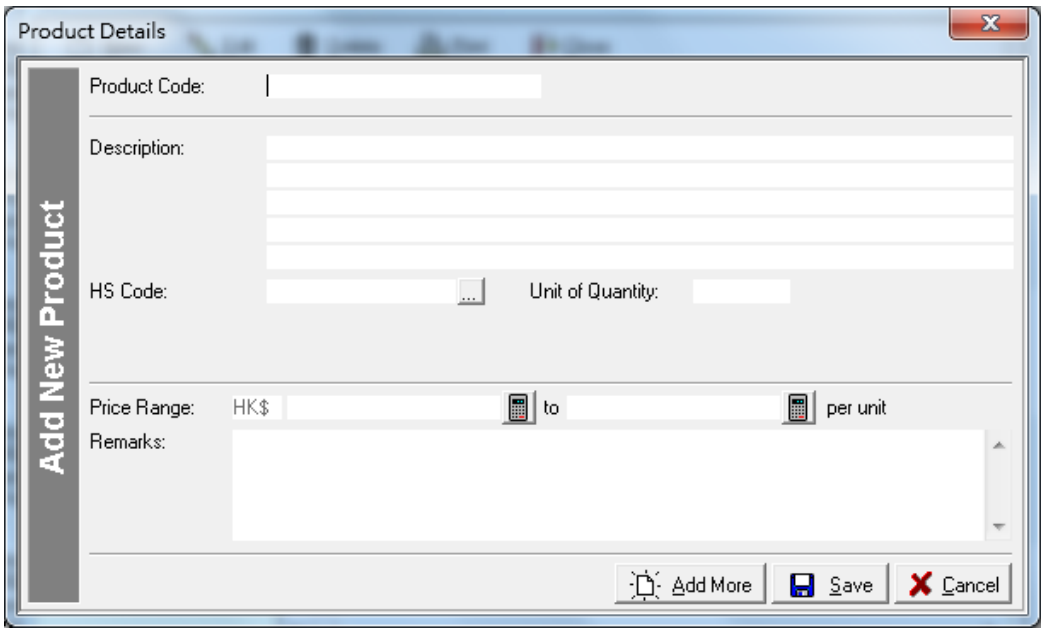
Product can be added, edited and deleted by clicking the menubar Setup>Product.



It lists out all predefined product. User can search a particular product by entering partial or full Product Code / Description.

User is able to add a new product by clicking the New icon

.



Tips

- Product code is unique field.

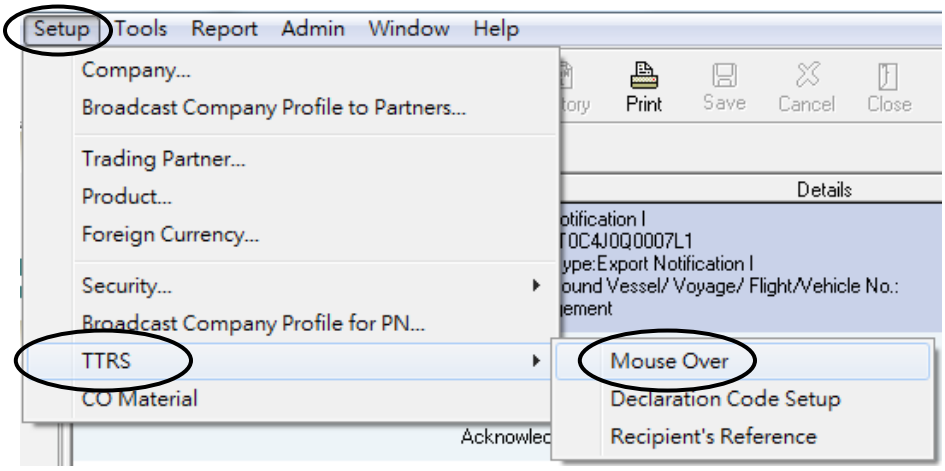
2.6 MOUSE OVER SETUP

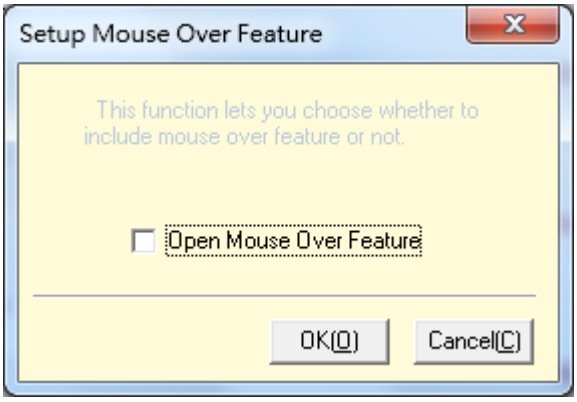
Mouse over feature is provided in the following information: Importer Information, Foreign Exporter Information, Exporter Information, Manufacturer Information, Consignee Information, Carrier/ Forwarder Information, Goods Information, Internal Reference Details, Country/ Place of Knitting, Country/ Place of Linking/ Stitching.

All the contents under the above-mentioned entities should be displayed when the cursor is pointing to the magnifying glass of the field or to the particular row of Goods Information.

Holding the mouse-over feature for few seconds (e.g. 3 second) will be implemented in the system.

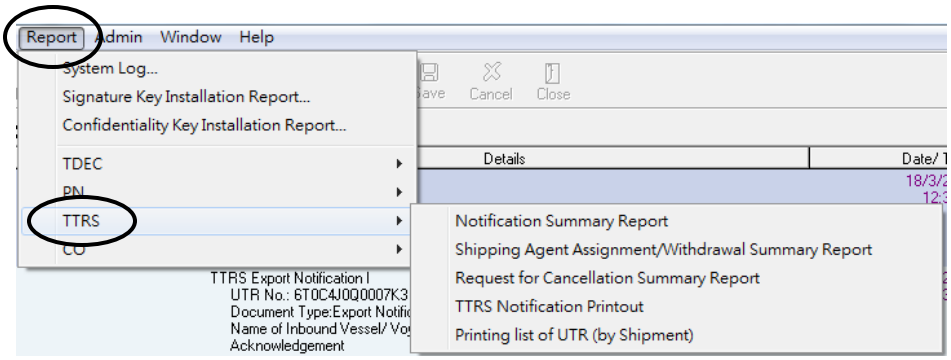
To enable or disable mouse over feature, user can click menubar Setup>TTRS>Mouse Over and then click the checkbox of 'Open Mouse Over Feature'.




Setup Mouse Over Feature
This function lets you choose whether to include mouse over feature or not.
Open Mouse Over Feature
OK(O)
Cancel(C)

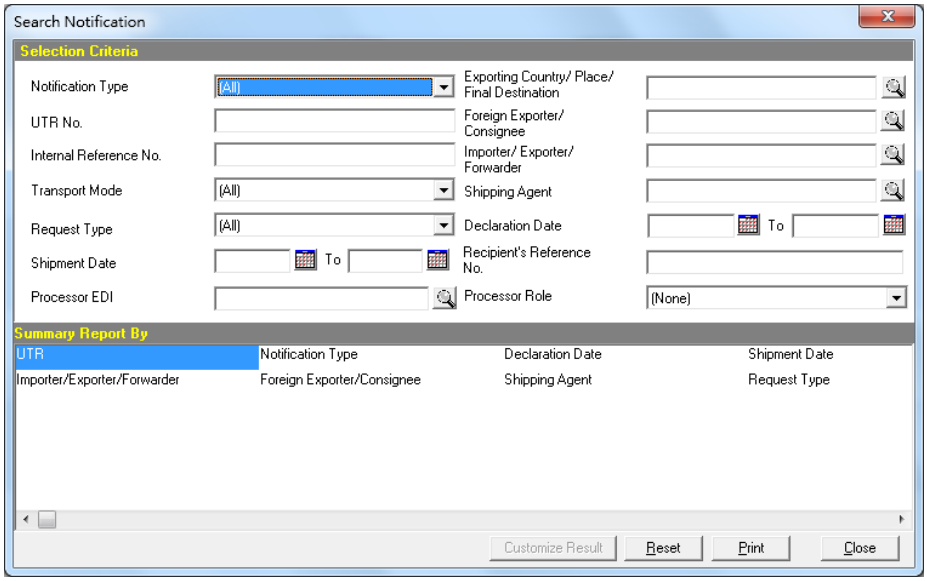
2.7 REPORT

Five types of summary reports are provided in this system. User is able to select those reports by clicking menubar Report>TTRS.



2.7.1 NOTIFICATION SUMMARY REPORT

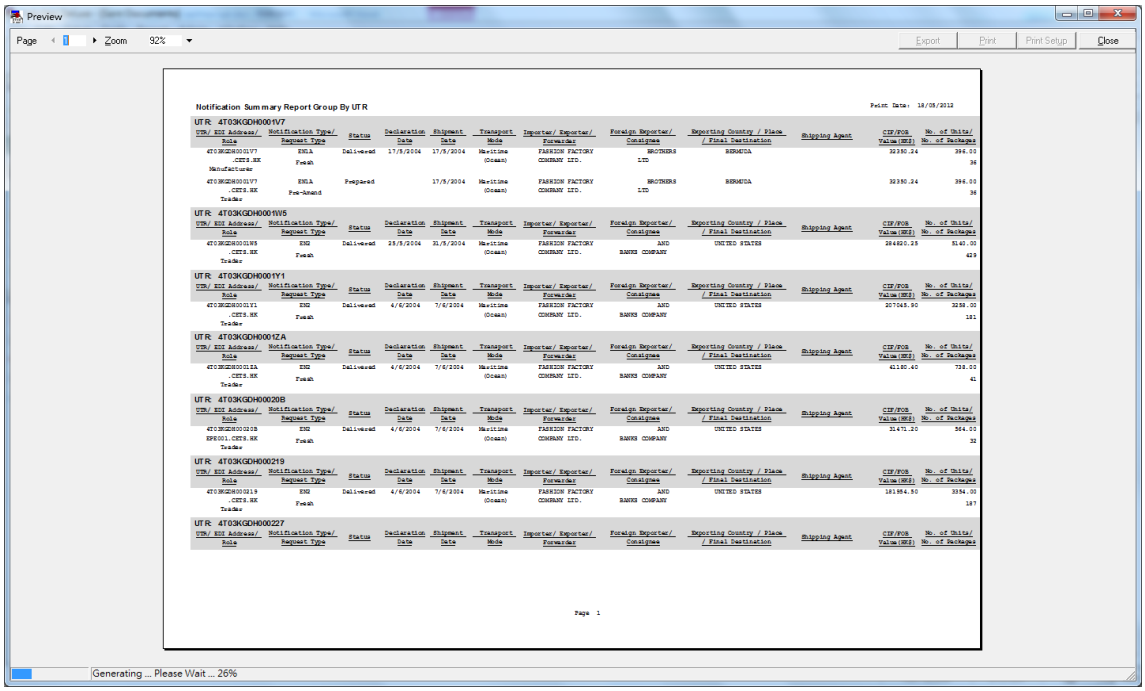
On click Notification Summary Report will open the following pop up window.



User is able to enter selection criteria to filter a set of desired notifications and then choose one sorting criteria listed below. To reset those selection criteria and sorting criteria, user can click Reset button Reset. If those criteria are confirmed, user can click Print button

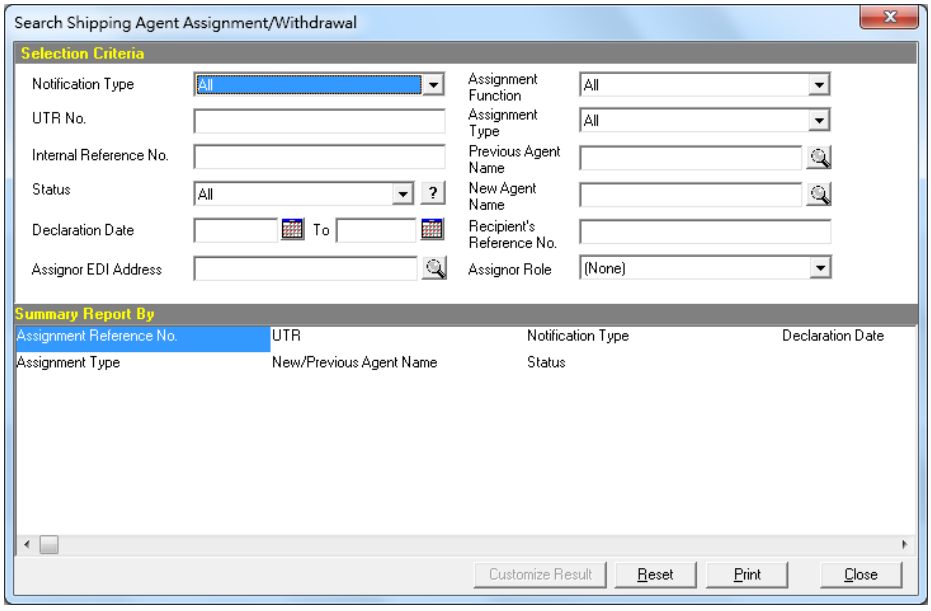
Print to print a summary report for those selected notifications.

Below is a sample printout for Notification Summary Report.



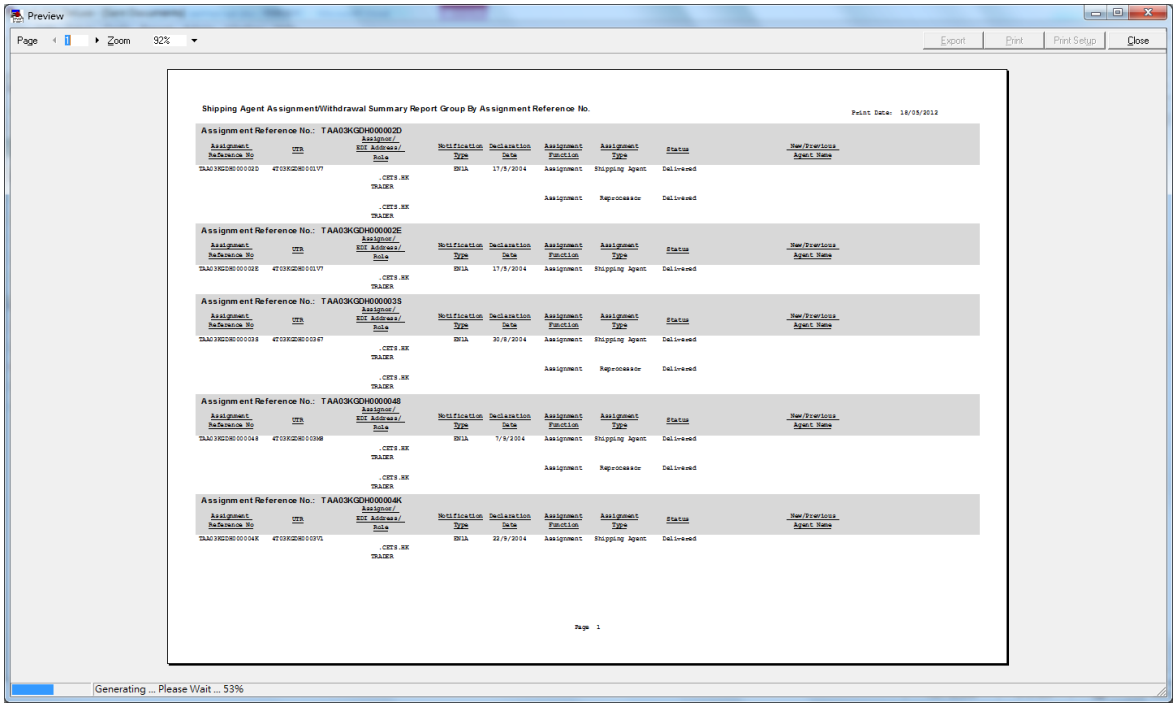
2.7.2 SHIPPING AGENT ASSIGNMENT / WITHDRAWAL SUMMARY REPORT

On click Shipping Agent Assignment / Withdrawal Summary Report will open the following pop up window.



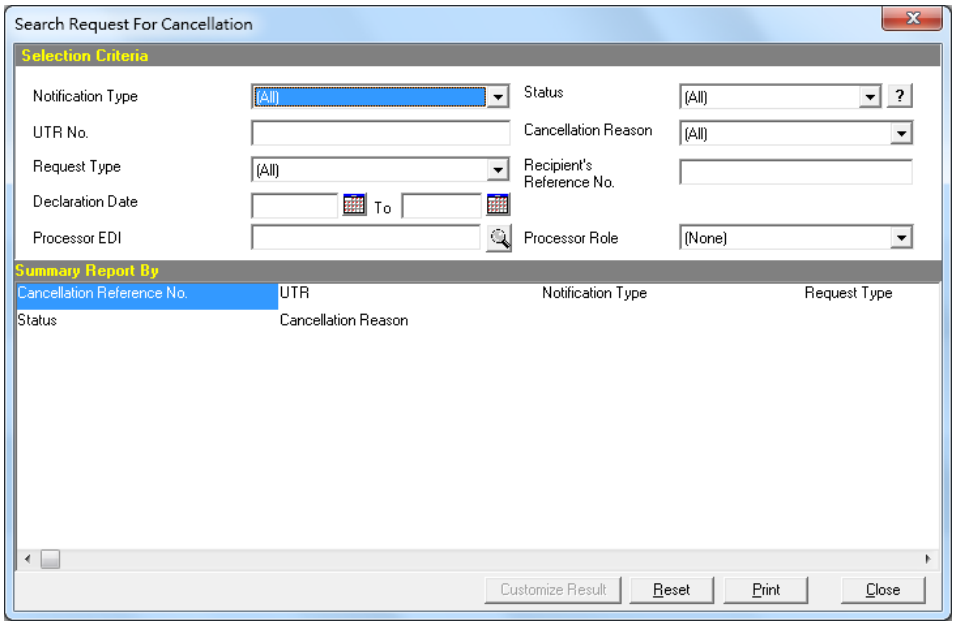
User is able to enter selection criteria to filter a set of desired shipping agent assignment/withdrawal and then choose one sorting criteria listed below. To reset those selection criteria and sorting criteria, user can click Reset button Reset.

If those criteria are confirmed, user can click Print button Print to print a summary report for those selected shipping agent assignment/withdrawal. Below is a sample printout for Shipping Agent Assignment/Withdrawal Summary Report.



2.7.3 REQUEST FOR CANCELLATION SUMMARY REPORT

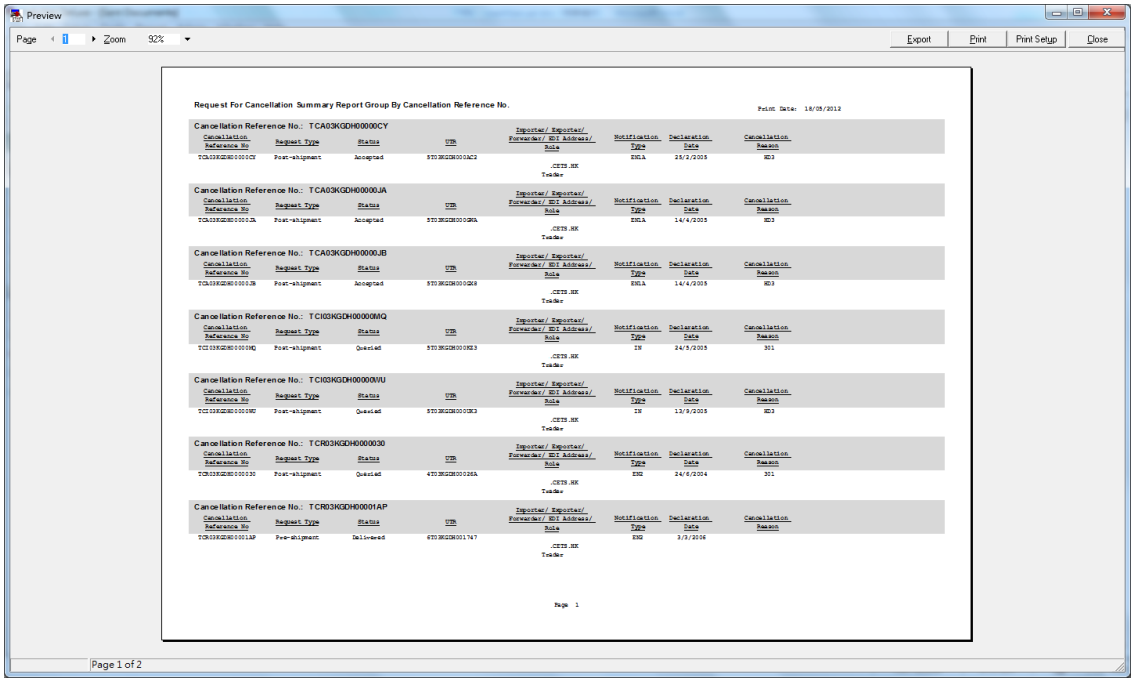
On click Request For Cancellation Summary Report will open the following pop up window.



User is able to enter selection criteria to filter a set of desired request for cancellation and then choose one sorting criteria listed below. To reset those selection criteria and sorting criteria, user can click Reset button Reset.

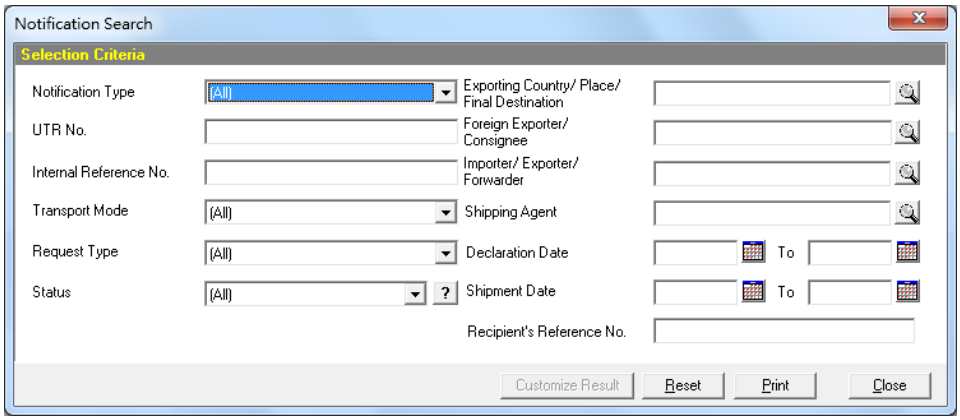
If those criteria are confirmed, user can click Print button Print to print a summary report for those selected request for cancellation.

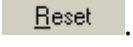
Below is a sample printout for request for Cancellation Summary Report.



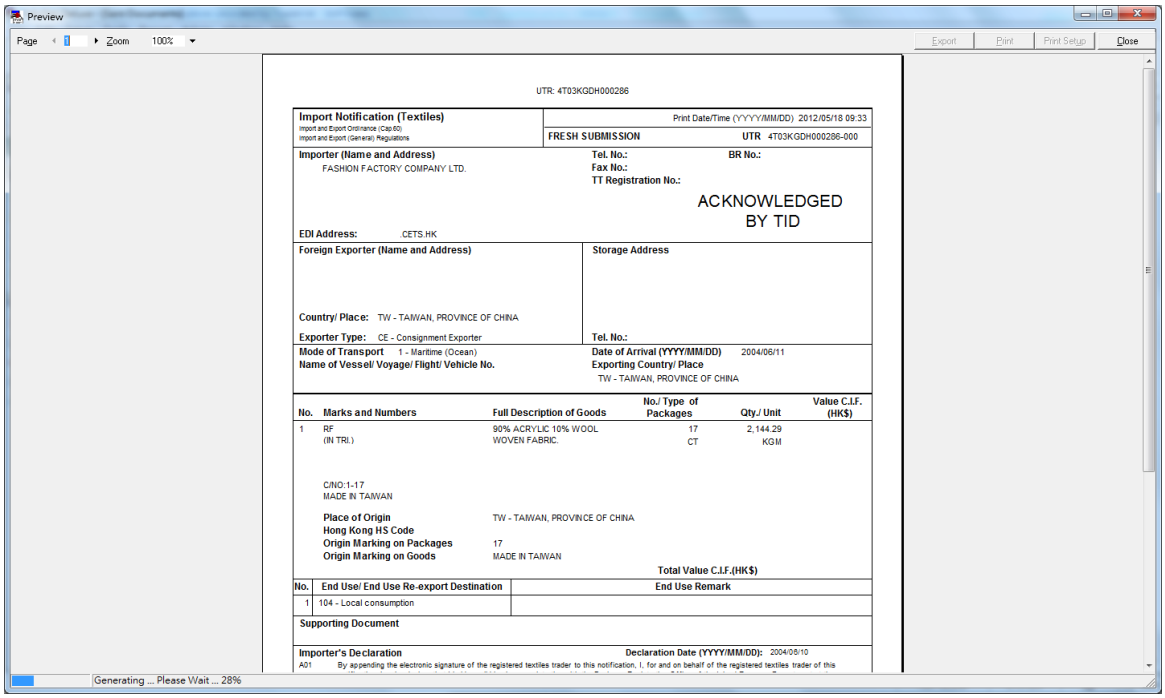
2.7.4 TTRS NOTIFICATION PRINTOUT (NOTIFICATION DETAILED REPORT)

On click Notification Detailed Report will open the following pop up window.



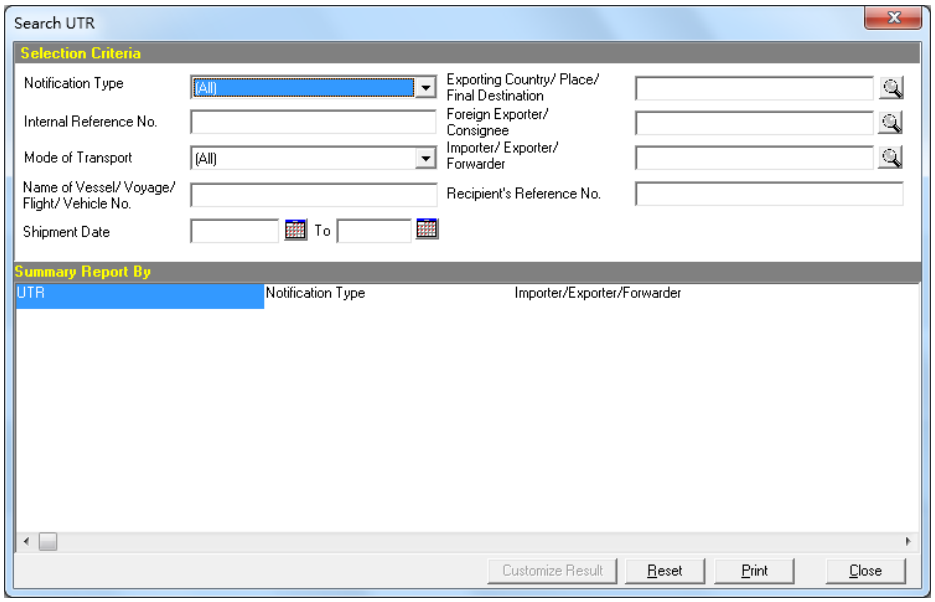
User is able to enter selection criteria to filter a set of desired notifications. To reset those selection criteria and sorting criteria, user can click Reset button  .

If those criteria are confirmed, user can click Print button to print a summary report for those selected notifications. Below is a sample printout for Notification Detailed Report.


Preview
Page
Zoom
100%
Export
Print
Print Setup
Close
UTR: 4T03KGDH000286
Import Notification (Textiles)
Import and Export Ordinance (Cap.60)
Import and Export (General) Regulations
Print Date/Time (YYYY/MM/DD) 2012/05/18 09:33
FRESH SUBMISSION
UTR 4T03KGDH000286-000
Importer (Name and Address)
FASHION FACTORY COMPANY LTD.
Tel. No.:
Fax No.:
TT Registration No.:
BR No.:
ACKNOWLEDGED BY TID
EDI Address: .CETS.HK
Foreign Exporter (Name and Address)
Storage Address
Country/ Place: TW - TAIWAN, PROVINCE OF CHINA
Exporter Type: CE - Consignment Exporter
Tel. No.:
Mode of Transport 1 - Maritime (Ocean)
Name of Vessel/ Voyage/ Flight/ Vehicle No.
Date of Arrival (YYYY/MM/DD) 2004/06/11
Exporting Country/ Place
TW - TAIWAN, PROVINCE OF CHINA
No. Marks and Numbers Full Description of Goods No./ Type of Packages Qty./ Unit Value C.I.F. (HK$)
1 RF (IN TRI.) 90% ACRYLIC 10% WOOL WOVEN FABRIC. 17 CT 2,144.29 KGM
C/NO:1-17
MADE IN TAIWAN
Place of Origin TW - TAIWAN, PROVINCE OF CHINA
Hong Kong HS Code
Origin Marking on Packages 17
Origin Marking on Goods MADE IN TAIWAN
Total Value C.I.F.(HK$)
No. End Use/ End Use Re-export Destination End Use Remark
1 104 - Local consumption
Supporting Document
Importer's Declaration
Declaration Date (YYYY/MM/DD): 2004/06/10
A01 By appending the electronic signature of the registered textiles trader to this notification, I, for and on behalf of the registered textiles trader of this
Generating ... Please Wait ... 28%

2.7.5 PRINTING LIST OF UTR (BY SHIPMENT)

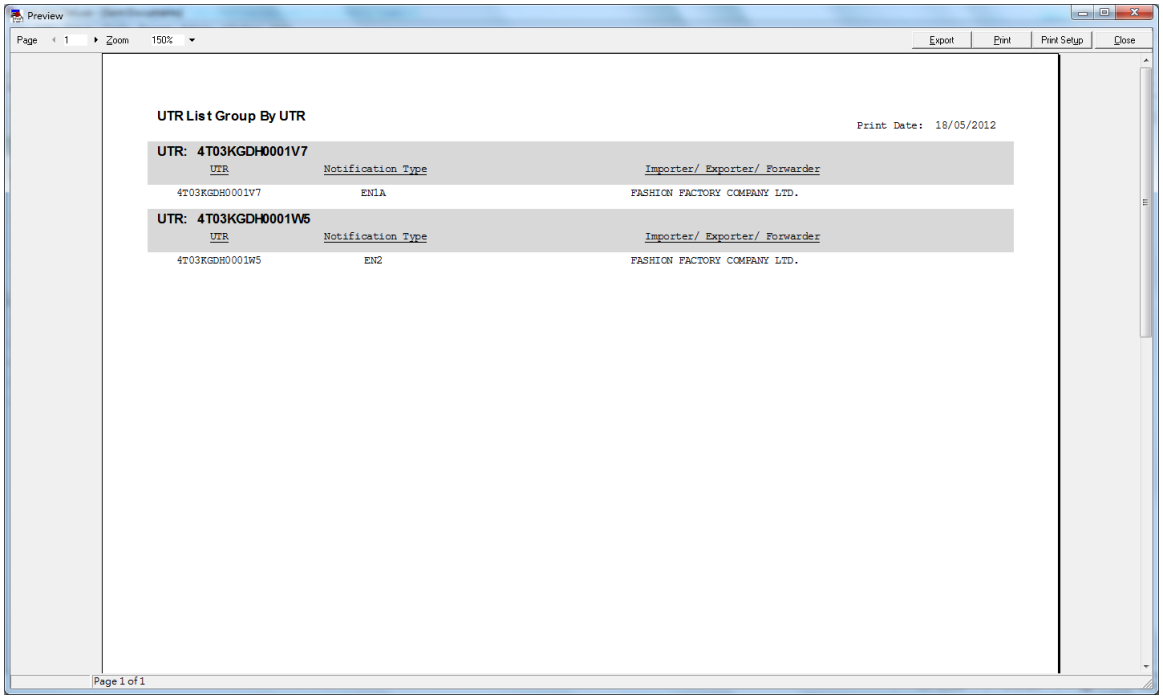
On click Printing List of UTR will open the following pop up window.



User is able to enter selection criteria to filter a set of desired notifications and then choose one sorting criteria listed below. To reset

those selection criteria and sorting criteria, user can click Reset button Reset.

If those criteria are confirmed, user can click Print button Print to print a UTR summary report for those selected notifications. Below is a sample printout for UTR Summary Report.



Tips

- User can Export all the summary report to the format of .QRP and .PDF from the report preview form

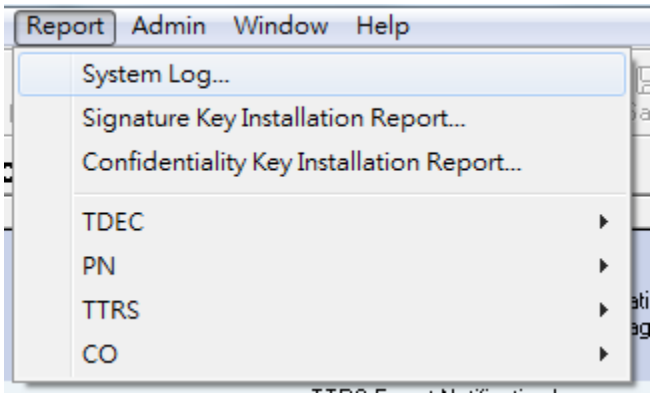
2.8 SYSTEM LOG

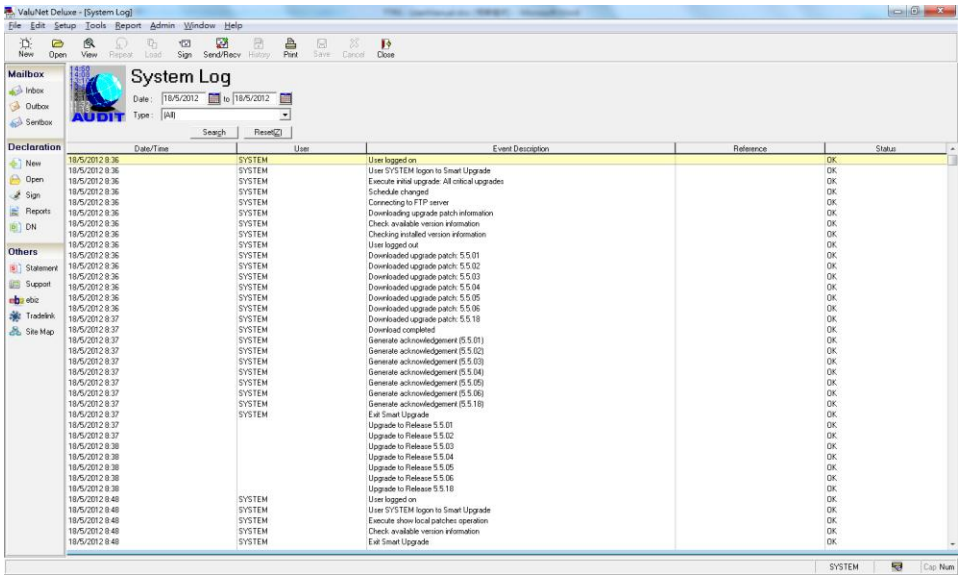
Some operations / events are logged by system for audit trail. They are defined in the following table.

Seq No.	Event	Reference	Type	Status
1.	TTRS - Create New Notification (trigger by Save) [with the document type]	UTR No.	OPER	Save
2.	TTRS - Create RFA for Notification (trigger by Save) [with the document type]	UTR No.	OPER	Save
3.	TTRS - Create RFC for Notification (trigger by Save) [with the document type]	UTR No.	OPER	Save
4.	TTRS - Create SAAW (trigger by Save) [with the document type]	UTR No.	OPER	Save
5.	TTRS - Create Acceptance/ Rejection of Request (trigger by Save) [with the document type]	UTR No.	OPER	Save
6.	TTRS - Modify existing Notification (trigger by Save) [with the document type]	UTR No.	OPER	Save
7.	TTRS - Modify existing RFA for Notification (trigger by Save) [with the document type]	UTR No.	OPER	Save
8.	TTRS - Modify existing RFC for Notification (trigger by Save) [with the document type]	UTR No.	OPER	Save
9.	TTRS - Modify existing SAAW (trigger by Save) [with the document type]	UTR No.	OPER	Save
10.	TTRS - Modify existing Acceptance/ Rejection of Request (trigger by Save) [with the document type]	UTR No.	OPER	Save
11.	TTRS - Delete existing Notification (trigger by Delete) [with the document type]	UTR No.	OPER	Save
12.	TTRS - Delete existing RFA for Notification (trigger by Delete) [with the document type]	UTR No.	OPER	Save
13.	TTRS - Delete existing RFC for Notification (trigger by Delete) [with the document type]	UTR No.	OPER	Save
14.	TTRS - Delete existing SAAW (trigger by Delete) [with the document type]	UTR No.	OPER	Save
15.	TTRS - Delete existing Acceptance/ Rejection of Request (trigger by Delete) [with the document type]	UTR No.	OPER	Save
16.	TTRS - Printing/ creating TTRS Report (trigger by Print)	UTR No.	OPER	Save
17.	TTRS - Successfully sign a message [with the document type]	UTR No.	OPER	Failed / Save
18.	TTRS - Failure in signing a message with reason [with the document type]	UTR No.	OPER	Failed / Save
19.	TTRS - Successfully send a message [with the document type]	UTR No.	COMM	Failed / Save
20.	TTRS - Failure in sending a message with reason [with the document type]	UTR No.	COMM	Failed / Save
21.	TTRS - Successfully receive a message [with the document type]	UTR No.	COMM	Failed / Save
22.	TTRS - Failure in receiving a message with reason		COMM	Failed / Save

Seq No.	Event	Reference	Type	Status
23.	TTRS - Successfully import a file [with the document type]	UTR No.	OPER	Failed / Save
24.	TTRS - Failure in importing a file with reason [with the document type]	UTR No.	OPER	Failed / Save
25.	TTRS - Successfully export a file [with the document type]	UTR No.	OPER	Failed / Save
26.	TTRS - Failure in exporting a file with reason [with the document type]	UTR No.	OPER	Failed / Save

On click menubar Report>System Log will open a list of system log. User can filter the result list by entering date range and user name. The system log table lists out the event, reference, type and status. Below is a sample printout for system log table.





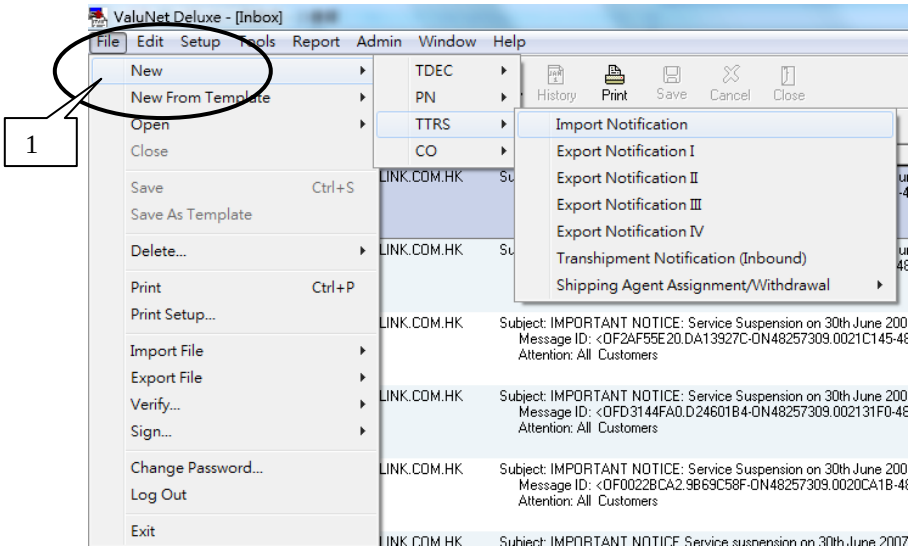
CHAPTER 3: CREATE NOTIFICATION

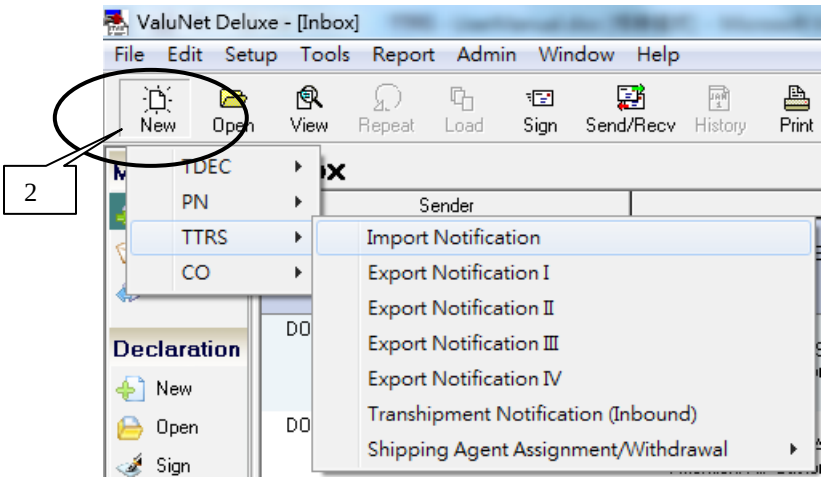
3.1 IMPORT NOTIFICATION

The followings are features and procedures to create a fresh Import Notification (IN).

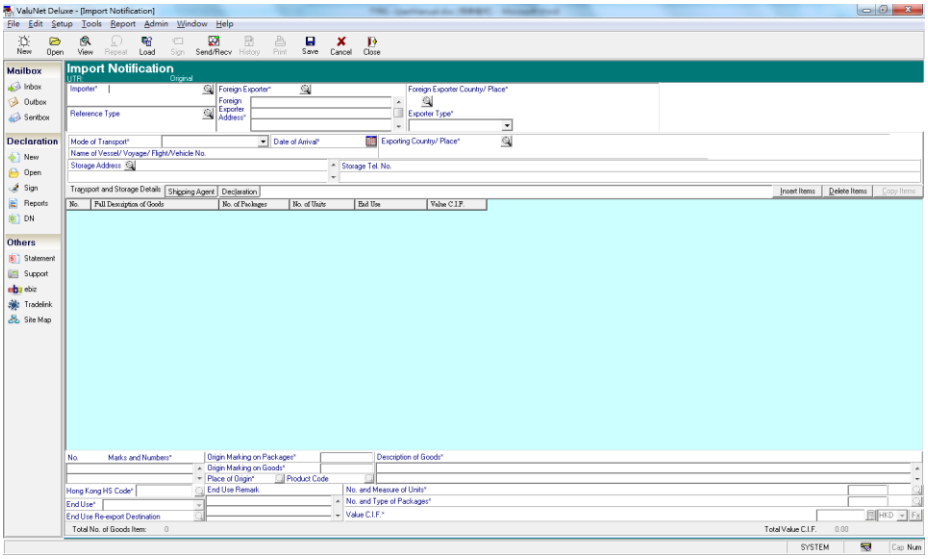
3.1.1 OPEN BLANK NOTIFICATION

1. *Either click menubar File>New>TTRS>Import Notification to open a blank IN; OR*
2. *Click icon New>TTRS>Import Notification to open a blank IN*





3. Then a blank IN is opened as below.



3.1.2 FILL IN NOTIFICATION

Import Notification is divided into 4 parts:
In the first part, user is required to fill in information under the following entities - Importer, Foreign Exporter, Reference Type, Exporter Type, Transport Details, Storage Details, Shipping Agent and Declaration.

In the second part, showing the goods item information (with maximum occurrence of 99).

In the third part, user is required to fill in goods information.

In the forth part, the two fields “Total No. of Goods Item” and “Total Value C.I.F.” are automatically calculated based on the goods item information entered.

Each entity is fully explained in the following sections.

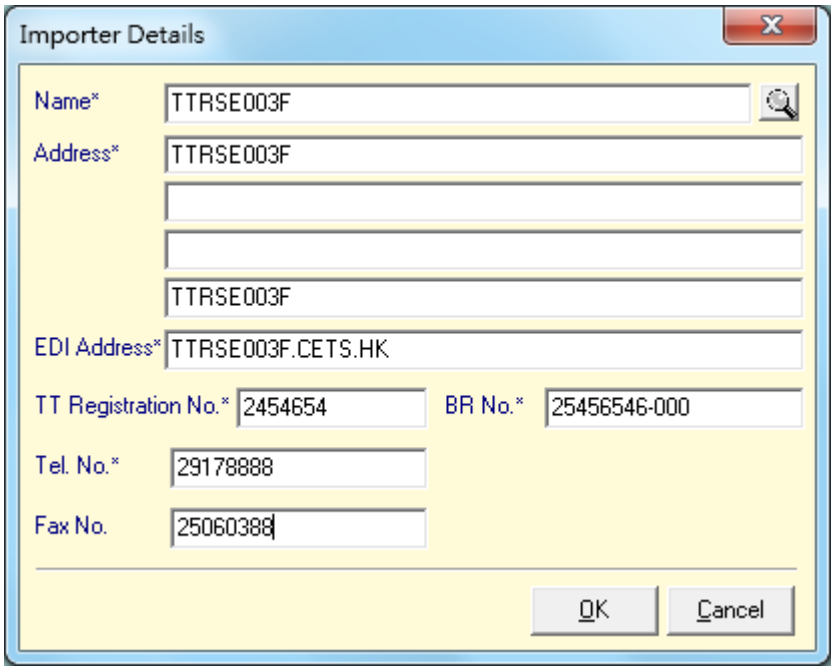
Tips

- Those entities and data fields marked with an asterisk (*) are mandatory entities which user must fill in.
- Mouse over feature is applicable to the following entities - Importer, Foreign Exporter, Reference Type and Goods Items Details.
- Mouse over feature is applicable to the following disabled fields – Special Declaration/Statement, Paper Supporting Document Remarks and
- Chinese Input is allowed to the following fields: Importer Address, Foreign Exporter Name, Foreign Exporter Address, Internal Reference Remark, Name of Vessel / Voyage / Flight / Vehicle No, Storage Address, Marks and Numbers, Origin Marking on Packages, Origin Marking on Goods, Full Description of Goods, End Use Remark and Special Declaration/Statement.

Importer

User has to specify an Importer who **must** be registered with Tradelink.

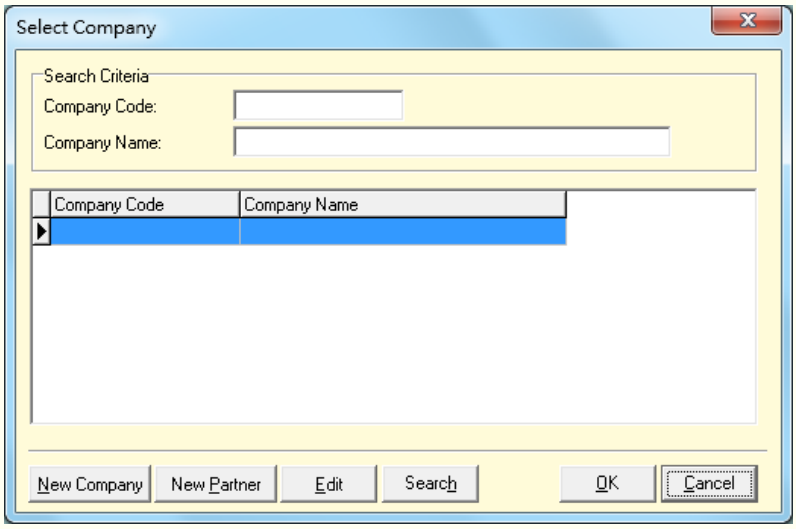
1. *Press* *next to Importer to open the Importer Details pop up window as shown below.*



2. *Importer Details is automatically loaded from default company profile pre-defined in the system (if any). Otherwise a blank profile is opened.*
3. *User can manually input the details or edit Importer Details by clicking* *next to the Name. It will then open*

a company selection pop up window for user to select one desired company profile

Tips



- User can use asterisk (*) for searching, it represents all unknown characters. For example: input "TTRS*" in the 'Company Name' field, all company name begins with character 'TTRS' will show up for selection.
- After entered the searching criteria of Company Code and/or Company Name, user must press Search to search.
- Matched companies are listed underneath; user can double click on the desired option to select.
- The companies listed in the company selection pop up window are all with Importer as its identity in Company Profile

4. *The fields marked with an asterisk (*) are all mandatory fields which user must fill in.*
5. *Click 'OK' button to confirm the changes in Importer Details.*

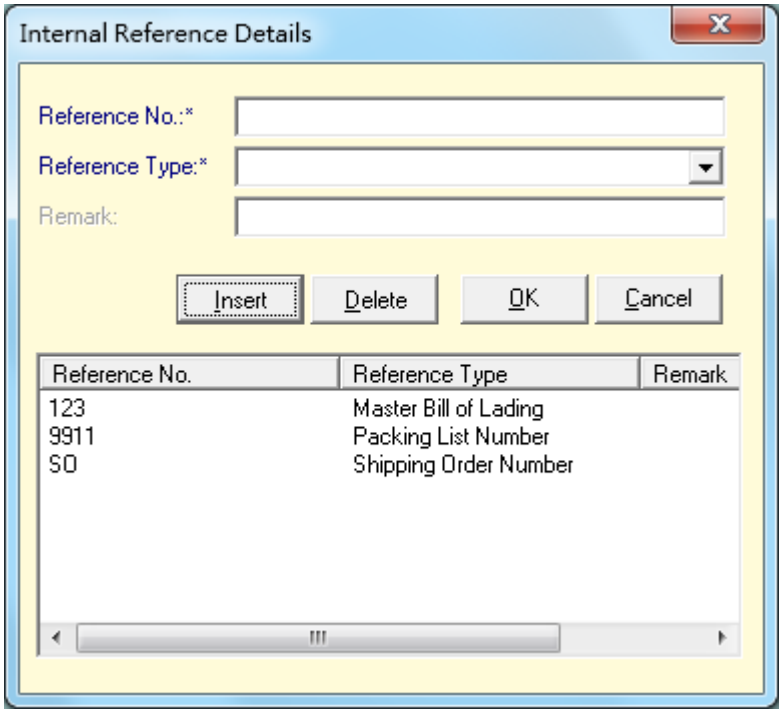
Field	Details
Name	Company name of the Importer
Address	Company Address of the Importer Bilingual field - Support Chinese Input
EDI Address	EDI mailbox address of Importer of the Notification assigned by Tradelink
TT Registration No	Textiles Trader Registration Number of the Importer The first digit of the TT Registration No. must be either 1 or 2.
BR No	Business Registration Number of the Importer The format of BR Number: Char 1-8: numeric Char 9: "-" (dash) Char 10-12: alphanumeric

Tel No	Telephone number of Importer
Fax No	Fax number of the Importer

Reference Type

User is optional to specify an internal reference type.

1. *Press* *next to Reference Type to open the following pop up window.*



2. *User cannot insert an internal reference detail with reference type but without a reference number, vice versa.*
3. *User is only required to enter Remark if 'Others' is selected as the reference type.*
4. *User can click Insert button to add a reference type or click delete button to delete a reference type.*

Tips

- Inserted reference type is listed underneath.
- Maximum nine reference types can be inserted.

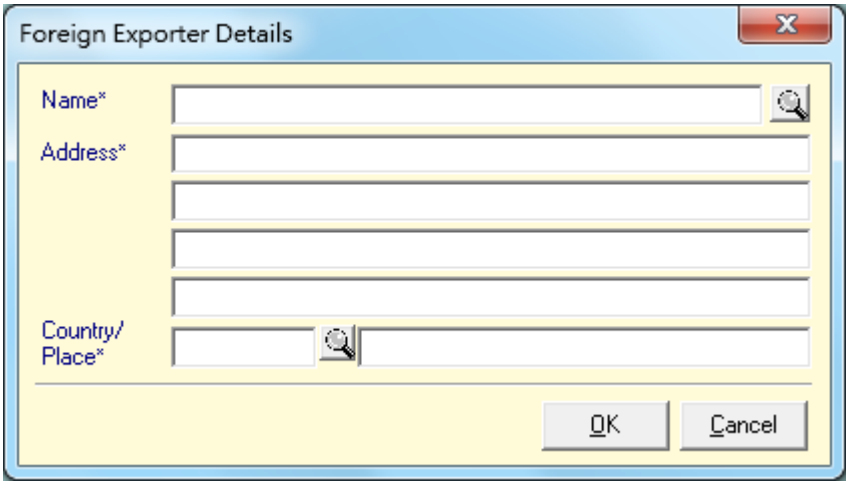
5. *To confirm the changes in internal reference type, user is required to click OK button.*

Field	Details
Reference No	The internal reference number.
Reference Type	Identifies the type of reference number used which must be one of the following: "MBL" – Master Bill of Lading "HBL" - House Bill of Lading "MAB" – Master Air Waybill "HAB" – House Air Waybill "PON" – Purchase Order Number "INV" – Invoice Number " PLN" – Packing List Number "SON" – Shipping Order Number "PTS" – JM-Link Job Number "PTG" – JM-Link Grouping No. "OTR" – Others (PTS & PTG are only applicable to JM-link import file)
Remark	User is freely to enter any remarks only if reference type selected is Others Bilingual field - Support Chinese Input

Foreign Exporter

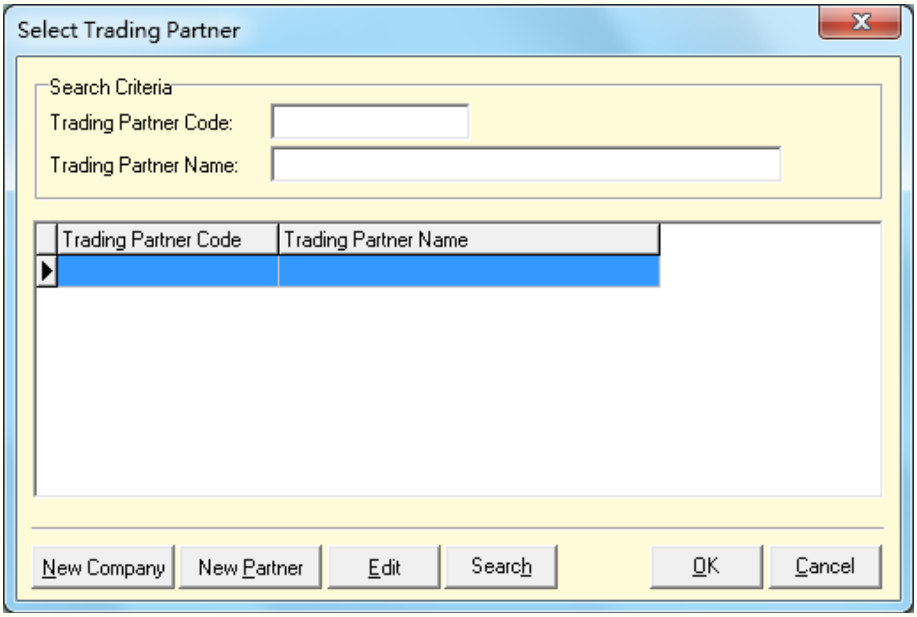
User has to specify a Foreign Exporter who **must** be registered with Tradelink.

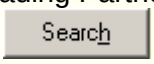
1. *Press* *next to Foreign Exporter to open the Foreign Exporter Details pop up window as shown below.*



2. *User can manually input the details or edit Foreign Exporter Details by clicking* *next to the Name. It will then open a trading partner selection pop up window for user to select one desired company profile*

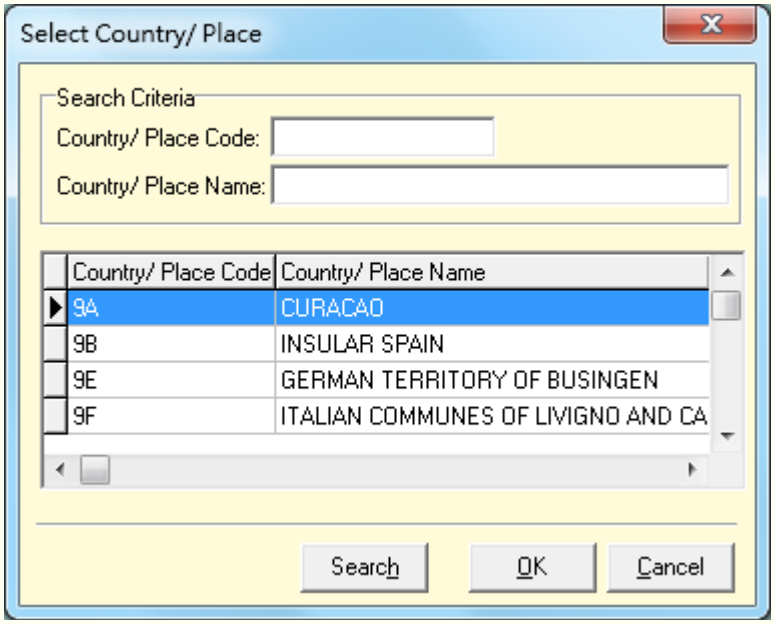
Tips



- User can use asterisk (*) for searching, it represents all unknown characters. For example: input “TTRS*” in the ‘Trading Partner Name’ field, all trading partner name begins with character ‘TTRS’ will show up for selection.
- After entered the searching criteria of Trading Partner Code and/or Trading Partner Name, user must press  to search.
- Matched trading partners are listed underneath; user can double click on the desired option to select.
- The trading partners listed in the trading partner selection pop up window are all with Foreign Exporter as its identity in Trading Partner Profile

3. *User can fill in the country/ place code by clicking* *next to the Country/ Place. It will then open a country/ place selection pop up window for user to select one desired country/ place.*

Tips



- User can use asterisk (*) for searching, it represents all unknown characters. For example: input "9*" in the 'Country/ Place Code' field, all country/ place code begins with character '9' will show up for selection.
- After entered the searching criteria of Country/ Place Code and/or Country/ Place Name, user must press Search to start the search
- Matched country/ place codes are listed underneath, user can double click on the desired option to select.

4. *The fields marked with an asterisk (*) are all mandatory fields which user must fill in.*
5. *Click 'OK' button to confirm the changes in Foreign Exporter Details.*

Field	Details
Name	Name of foreign exporter Bilingual field - Support Chinese Input
Address	Address of foreign exporter Bilingual field - Support Chinese Input
Country/ Place	Country/ Place code of foreign exporter

Exporter Type

1. *User has to select one of the exporter types, i.e. either "Order Receiver" or "Consignment Exporter".*
2. *Press* *to select one of them.*

If "Consignment Exporter" is selected, "Country/ Place" of Foreign Exporter must match with "Exporting Country/ Place" (which located under "Transport Details" tab page).

Transport Details

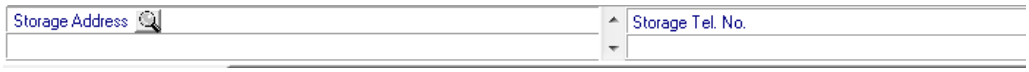
User is required to fill in at least those mandatory fields under this entity ' Transport Details'.

1. *Press* *to select one desired "Mode of Transport".*
2. *Press* *to select a date for "Date of Arrival".*
3. *Press* *to select one country/ place code for "Exporting Country/ Place".*

Field	Details
Mode of Transport	To indicate the mode of inbound transport being used: - (1) Maritime (Ocean) - (2) Rail - (3) Road - (4) Air - (8) Inland Water Transport (River) - (9) Others (by Post/Hand)
Name of Vessel / Voyage / Flight / Vehicle No	The name or number of the vessel/ voyage/ flight/ vehicle used for the inbound shipment of the goods. Bilingual field - Support Chinese Input
Date of Arrival	Arrival date of the imported shipment.
Exporting Country/ Place	Code of the exporting country/ place where the goods are imported from.

Storage Details

User is optional to fill in this entity.

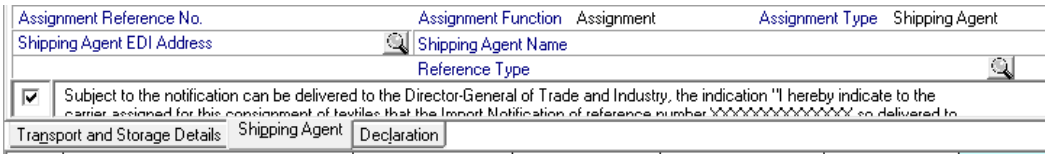


1. *User is optional to fill in Storage Address as well as Storage Tel. No.*
2. *When Storage Address exist, Storage Tel. No. must also exist and vise versa.*

Field	Details
Storage Address	Address where the goods are stored Bilingual field - Support Chinese Input
Storage Tel No	Telephone number of the storage place

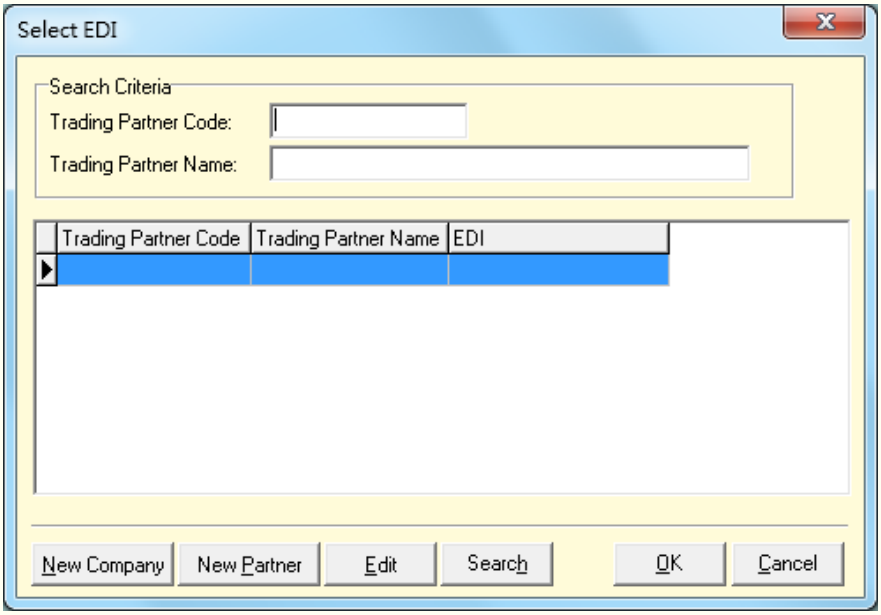
Shipping Agent

User is optional to assign shipping agent in fresh submission.


Assignment Reference No.
Assignment Function Assignment
Assignment Type Shipping Agent
Shipping Agent EDI Address
Shipping Agent Name
Reference Type
Subject to the notification can be delivered to the Director-General of Trade and Industry, the indication "I hereby indicate to the
Transport and Storage Details
Shipping Agent
Declaration

1. *Assignment Reference Number is automatically generated by system in case a shipping agent is assigned.*
2. *Assignment Function and Assignment Type are shown with default values in fresh submission and cannot be changed by user.*
3. *To assign a shipping agent, user can click* *to open EDI selection pop up window and then select one desired EDI address.*

Tips



- User can use asterisk (*) for searching, it represents all unknown characters. For example: input “TTRS*” in the ‘Trading Partner Name’ field, all trading partner name begins with character ‘TTRS’ will show up for selection.
- After entered the searching criteria of Trading Partner Code and/or Trading Partner Name, user must press Search to start the search
- Matched trading partners are listed underneath; user can double click on the desired option to select.
- The trading partners listed in the EDI selection pop up window are all with Forwarder or Carrier as its identity in both Company Profile and Trading Partner Profile.

4. *Shipping Agent Name is automatically retrieved after the EDI address is selected.*
5. *User is optional to fill in Reference Type. (Please refer to section 3.1.2 for details)*

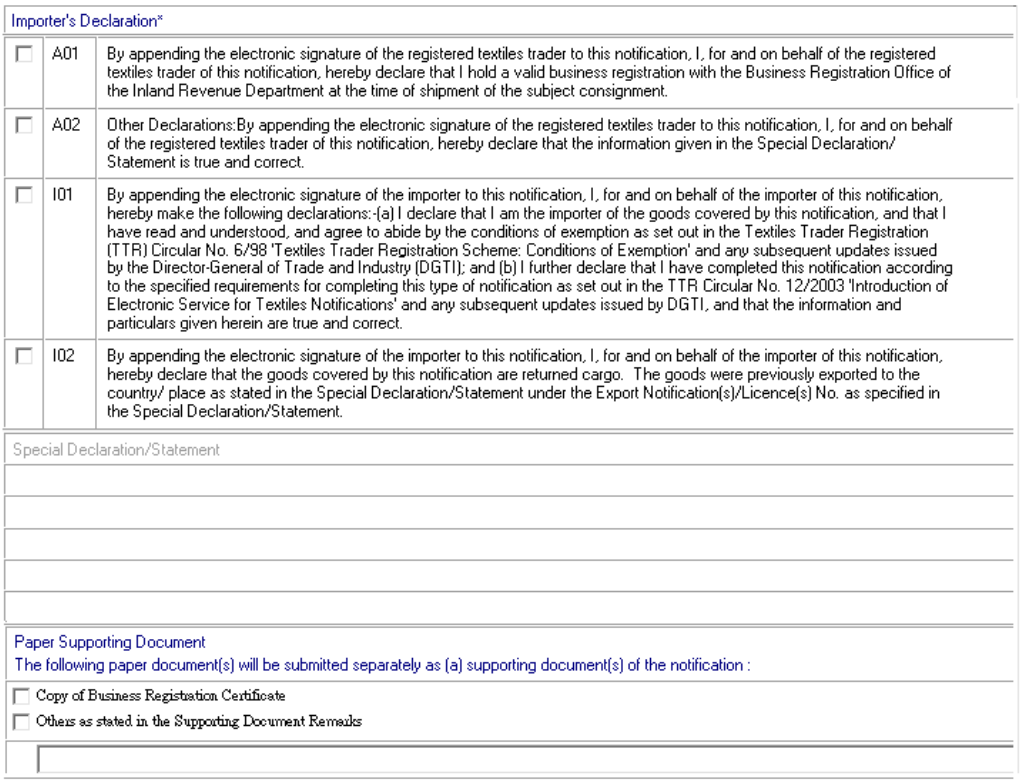
Tips

- Dummy shipping agent is assigned if this entity ‘Shipping Agent’ is blank.

Field	Details
Assignment Reference No	To record the reference number of the assignment allotted at the time when the Shipping Agent Assignment/ Withdrawal Message was sent.
Assignment Function	To distinguish the type of assignment: "A" – Assignment "C" – Change
Assignment Type	To distinguish the role of the assignee, being: "SA" – Shipping Agent "CA" - Copy Agent "RP" - Re-processor
Shipping Agent EDI Address	EDI mailbox address of assigned party.
Shipping Agent Name	Company name of assigned party.
Reference Type	Identifies the type of reference number being used. (with max. occurrence of 9)

Declaration

User is required to check several declarations before notification can be saved.


Importer's Declaration*
A01
By appending the electronic signature of the registered textiles trader to this notification, I, for and on behalf of the registered textiles trader of this notification, hereby declare that I hold a valid business registration with the Business Registration Office of the Inland Revenue Department at the time of shipment of the subject consignment.
A02
Other Declarations:By appending the electronic signature of the registered textiles trader to this notification, I, for and on behalf of the registered textiles trader of this notification, hereby declare that the information given in the Special Declaration/ Statement is true and correct.
I01
By appending the electronic signature of the importer to this notification, I, for and on behalf of the importer of this notification, hereby make the following declarations:-(a) I declare that I am the importer of the goods covered by this notification, and that I have read and understood, and agree to abide by the conditions of exemption as set out in the Textiles Trader Registration (TTR) Circular No. 6/98 'Textiles Trader Registration Scheme: Conditions of Exemption' and any subsequent updates issued by the Director-General of Trade and Industry (DGTI); and (b) I further declare that I have completed this notification according to the specified requirements for completing this type of notification as set out in the TTR Circular No. 12/2003 'Introduction of Electronic Service for Textiles Notifications' and any subsequent updates issued by DGTI, and that the information and particulars given herein are true and correct.
I02
By appending the electronic signature of the importer to this notification, I, for and on behalf of the importer of this notification, hereby declare that the goods covered by this notification are returned cargo. The goods were previously exported to the country/ place as stated in the Special Declaration/Statement under the Export Notification(s)/Licence(s) No. as specified in the Special Declaration/Statement.
Special Declaration/Statement
Paper Supporting Document
The following paper document(s) will be submitted separately as (a) supporting document(s) of the notification :
Copy of Business Registration Certificate
Others as stated in the Supporting Document Remarks

1. *Importer's Declarations are listed and user must check declarations 'A01' and 'I01'.*
2. *Special Declaration / Statement is mandatory field only if declaration code 'A02' or 'I02' is checked, otherwise, it should be disabled and contain no value.*
3. *If declaration code 'I02' is checked, 'A02' must also be checked.*
4. *Two Paper Supporting Documents are listed and optional to check. If 'Others' is checked, Remarks must be entered.*

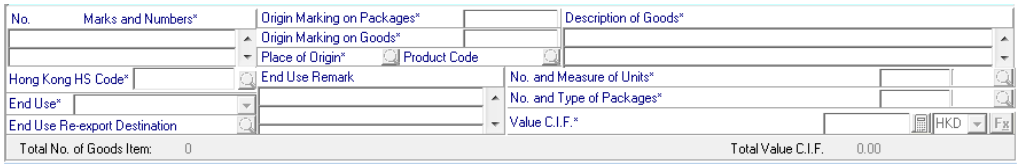
Field	Details
Importer's Declaration	Declaration Code of the importer.
Special Declaration / Statement	For special declaration/ statement when need arises. Bilingual field – support Chinese input
Paper Supporting Document	To indicate the type of Supporting Documents that are required.

Goods Item Information

User must insert at least one goods item before notification can be saved.

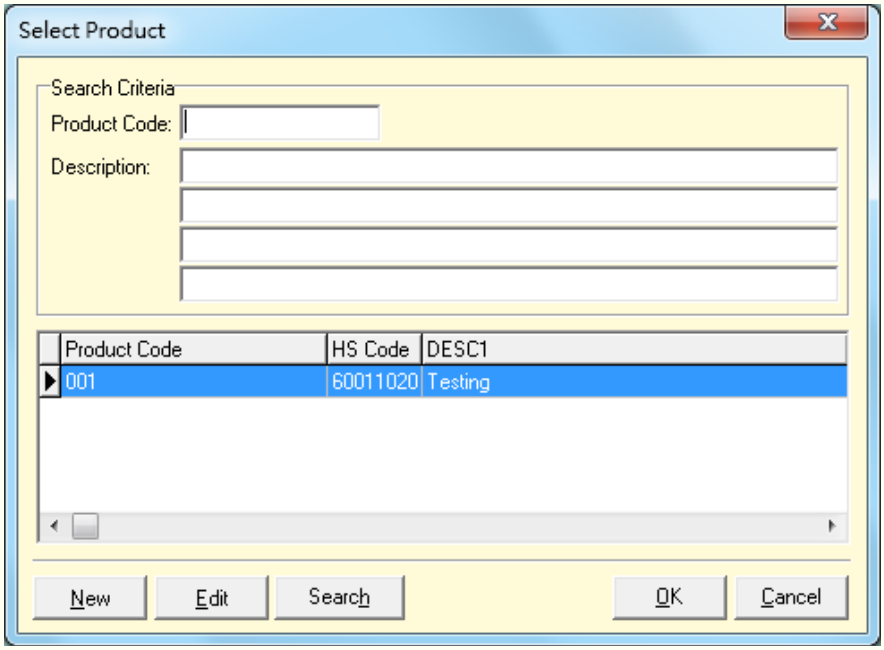
1. *Click Insert Items button*

, user can insert the goods information with the following section.



2. *User is able to click* *to select one pre-defined product profile.*

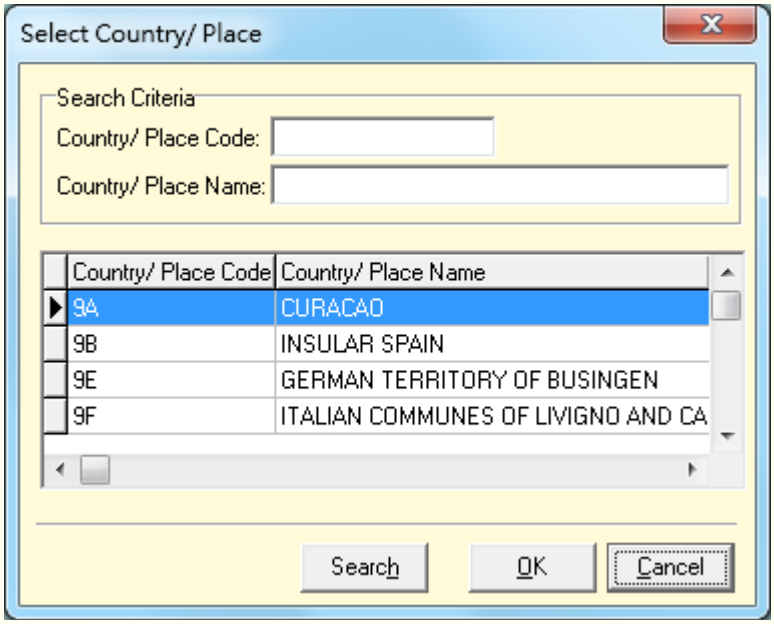
Tips

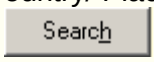


- User can use asterisk (*) for searching, it represents all unknown characters.
- After entered the searching criteria of Product Code and/or Description, user must press Search to start the search.
- Matched products are listed underneath; user can double click on the desired option to select.

3. *User is also able to manually input the details.*
4. *End Use code can be selected by clicking the pull down menu .*
5. *User can either manually input the Place of Origin or click to open the Country/ Place codes selection pop-up window and then select a desired one.*

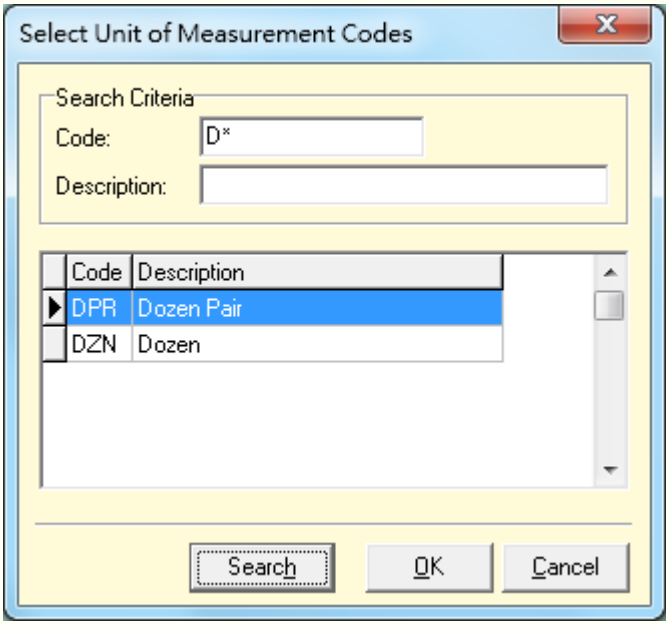
Tips



- User can use asterisk (*) for searching, it represents all unknown characters.
- After entered the searching criteria of Country/ Place Code and/or Country/ Place Name, user must press  to start the search.
- Matched products are listed underneath; user can double click on the desired option to select.

6. *User can either manually input the Measure of Units or click* *to open the Unit of Measure Codes selection pop-up window and then select a desired one.*

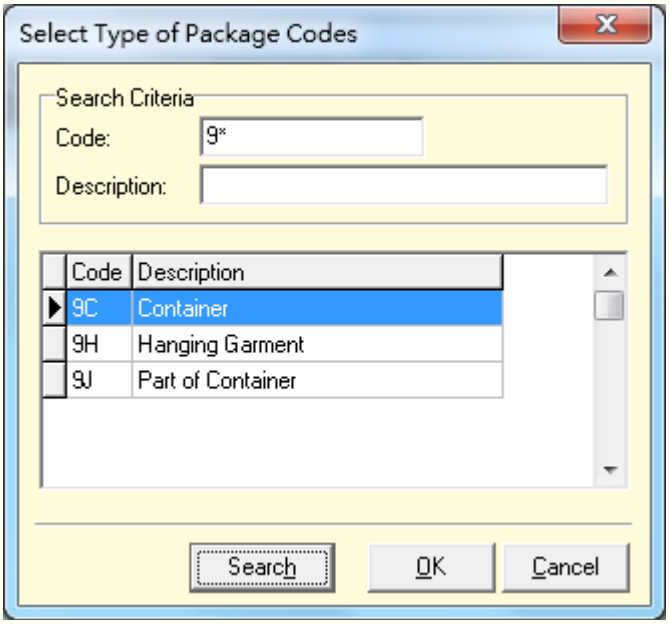
Tips



- User can use asterisk (*) for searching, it represents all unknown characters.
- After entered the searching criteria of Code and/or Description, user must press Search to start the search.
- Matched products are listed underneath; user can double click on the desired option to select.

7. *User can either manually input the Type of Packages or click* *to open the Type of Package Codes selection pop-up window and then select a desired one.*

Tips



- User can use asterisk (*) for searching, it represents all unknown characters.
- After entered the searching criteria of Code and/or Description, user must press Search to start the search.
- Matched products are listed underneath; user can double click on the desired option to select.

8. *Click 'OK' button to confirm the changes in Goods Item Details.*
9. *To delete any goods items, user has to press the Delete Items button* Delete Items.

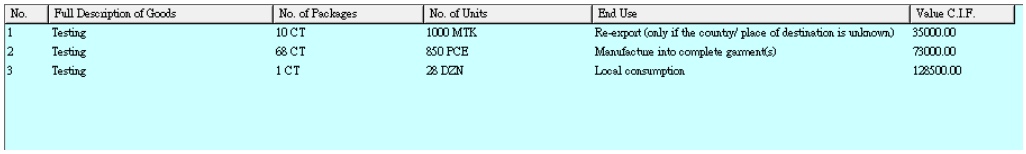
Tips

- The field 'End Use Re-export Destination' is enabled only when End Use code is '101 (Re-export to countries as stated in the End Use Re-export Destination)'.
- The field 'End Use Remark' is enabled only when End Use code is 'HD3 (Others as stated in the End Use Remark)'.
- Maximum 99 goods items can be inserted.

Field	Details
Marks and Numbers	Mark(s) and Number(s) First line must not be null. If no value is input, then 'No Marks' is input by default upon user pressing OK button to confirm the goods items. Bilingual field - Support Chinese Input
Place of Origin	Place of Origin where the product originally come from
Origin Marking on Packages	Origin marking, if any, on packages. Bilingual field - Support Chinese Input If no value is input, value "NIL" is input by default.
Origin Marking on Goods	Origin Marking, if any, on the Goods Bilingual field - Support Chinese Input If no value is input, value "NIL" is input by default.
Hong Kong HS Code	To indicate the Hong Kong HS Code of the goods belong to.
Full Description of Goods	Full Description of Goods First line must not be null. Bilingual field - Support Chinese Input
End Use	Detailed information of the line item on the intended end use of the imported consignment.
End Use Re-export Destination	Country code and name of country of Re-export.
End Use Remark	To specify information on end use. Bilingual field - Support Chinese Input
No & Measure of Units	Number and Measure of Units. If Unit of Measure is either in dozen (DZN) or dozen pair (DPR), Number of Unit will then be a number value with 2 decimal places. However, only 12 pre-defined decimal values are allowed, i.e. 0, 0.08, 0.17, 0.25, 0.33, 0.42, 0.50, 0.58, 0.67, 0.75, 0.83 0.92 where they represent 1 to 12 piece(s) per DZN/DPR respectively. If Unit of Measure is PCE, C62, PR or SET, Number of Unit must be integer. For all other Measure of Unit, (i.e. MTR, MTK, KGM), 2 decimal places is allowed for any Number of Unit.
No & Type of Packages	Number and Type of packages of the goods item.
Value C.I.F.	Cost, Insurance and Freight. Trader term in which the price quoted by the trader includes the costs of ocean transportation to the port of destination and insurance coverage. Value C.I.F. should be in HK$. Value C.I.F. should be 0 if Number of Unit is 0 in Pre/Post shipment Request for Amendment. However, value of "Total No. of Goods Item" and "Total Value C.I.F." must be greater than 0. A 10% different limit when preparing Post-shipment Request for Amendment is bounded with reference to last Tradelink Acknowledged Pre-shipment Amendment or Fresh Submission
Product Code	Code of product pre-defined in System Setup

Total No. of Goods Items & Total Value C.I.F.

All goods items inserted are listed under the tab pages. The "Total No. of Goods Items" and "Total Value of C.I.F." are automatically calculated and displayed at the bottom by system.



No.	Full Description of Goods	No. of Packages	No. of Units	End Use	Value C.I.F.
1	Testing	10 CT	1000 MTK	Re-export (only if the country/ place of destination is unknown)	35000.00
2	Testing	68 CT	850 PCE	Manufacture into complete garment(s)	73000.00
3	Testing	1 CT	28 DZN	Local consumption	128500.00

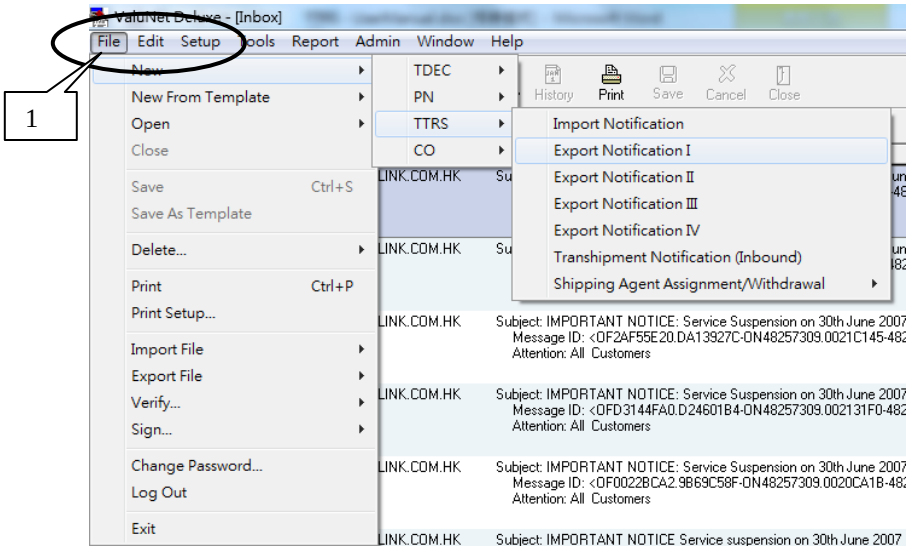
Field	Details
Total Value C.I.F.	Total Cost quoted by trader, including transportation, insurance cost. Total Value C.I.F. should be in HK$. Value of "Total No. of Goods Item" and "Total Value C.I.F." must be greater than 0.

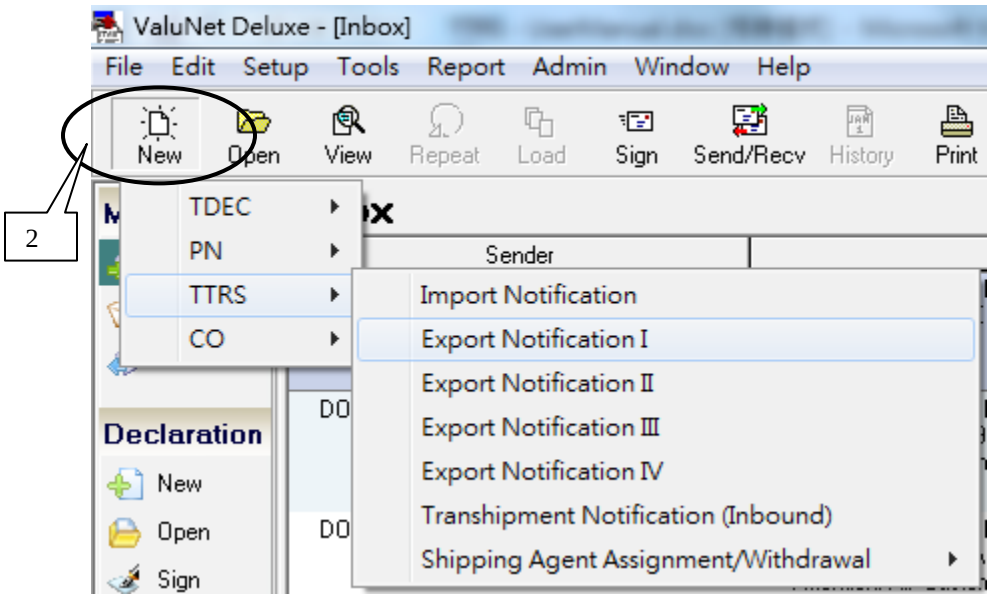
3.2 EXPORT NOTIFICATION I

The followings are features and procedures to create a fresh export notification I (ENI).

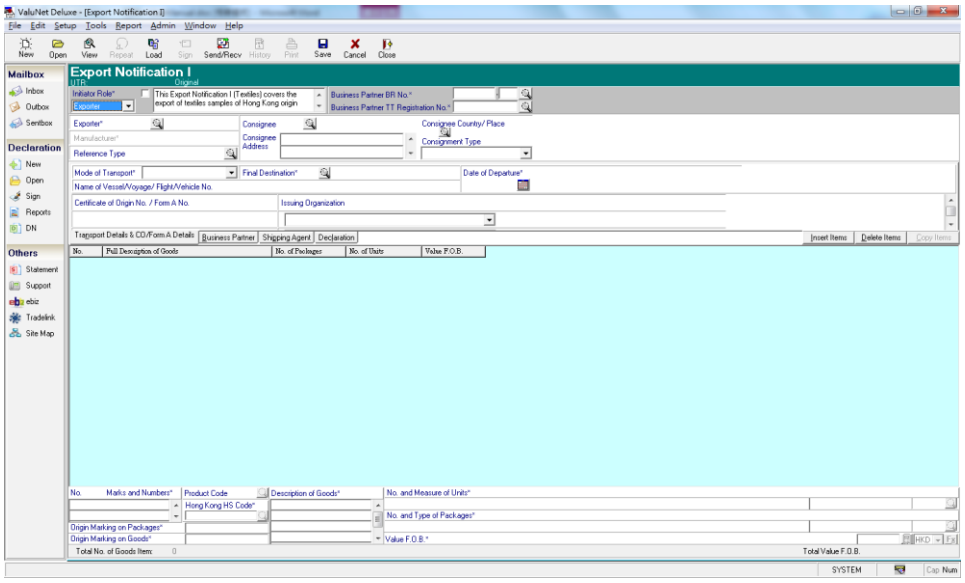
3.2.1 OPEN BLANK NOTIFICATION

1. *Either click menubar File>New>TTRS>Export Notification I to open a blank ENI; OR*
2. *Click icon New>TTRS>Export Notification to open a blank ENI.*





3. Then a blank ENI is opened as below.



3.2.2 FILL IN NOTIFICATION

Export Notification I is divided into 5 parts:

In the first part, user is required to specify the types of notification. For ENI, user is required to specify the initiator role as well as the business partner BR number and TT Registration number.

In the second part, user is required to fill in information under the following entities - Exporter, Manufacturer, Consignee, Reference Type, Transport Details, CO/Form A Details, Business Partner, Shipping Agent and Declaration.

In the third part, showing the goods item information (with maximum occurrence of 99 items).

In the forth part, user is required to fill in goods item information.

In the fifth part, the two fields "Total No. of Goods Items" and "Total Value F.O.B." are automatically calculated based on the goods item information entered.

Each entity is fully explained in the following sections.

Tips

- ENI involve both exporter's processing and manufacturer's processing. Initiator is required to specify its role (either Exporter, Manufacturer or Both).
- If ENI is created by one party (single role is selected), then this ENI is required to be reprocessed by another party and double-sign is required. If ENI is created by both parties (both role is selected), then single-sign is required, as no reprocessing is needed.
- If ENI is created by one party, one party cannot edit the contents entered by another party.
- If ENI is created by Exporter, the following entities are disabled/invisible – Manufacturer's profile and Manufacturer's Declaration.
- If ENI is created by Manufacturer, the following entities are disabled/invisible – Exporter's profile and Exporter's Declaration, Reference Type, Transport Details, CO/Form A Details and Shipping Agent.
- If ENI is created by Both, the following entities are disabled/invisible – Business Partner.
- The common information 'Goods Items Details' must be filled in by initiator except the Value F.O.B.
- The sensitive information (Consignee information, Value F.O.B. and Total Value F.O.B.) can be filled in by either initiator or re-processor. If

Exporter is the initiator who fills in the sensitive information, then Manufacturer as the re-processor is not able to view those contents. If Manufacturer is the initiator who fills in the sensitive information, then Exporter as the re-processor is able to view those contents.

Tips

- Those entities and data fields marked with an asterisk (*) are mandatory which user must fill in.
- Mouseover feature is applicable to the following entities - Exporter, Manufacturer, Consignee, Reference Type and Goods Items Details.
- Mouseover feature is applicable to the following disabled fields – Special Declaration/Statement, Paper Supporting Document Remarks.
- Chinese Input is allowed to the following fields: Exporter Address, Manufacturer Address, Consignee Name, Consignee Address, Internal Reference Remark, Name of Vessel / Voyage / Flight / Vehicle No, Marks and Numbers, Origin Marking on Packages, Origin Marking on Goods, Full Description of Goods, Special Declaration/Statement and Supporting Document Remark

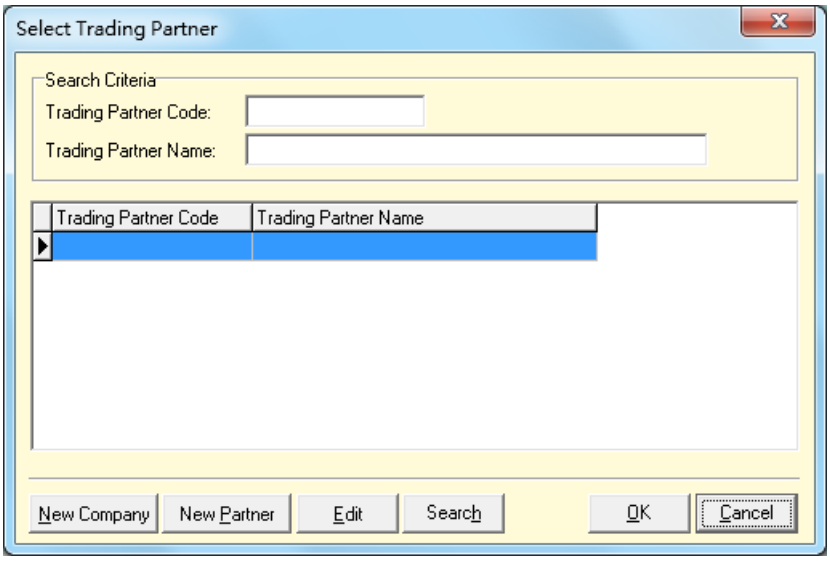
Initiator Role

User has to specify an initiator role in ENI (either Exporter or Manufacturer or Both). The enable/disable of the entities depends on the choice of initiator role.

Field	Details
Initiator Role	Role of the party who initiates the message "E" – Exporter "M" – Manufacturer "B" – Both

User has to specify a Business Partner's BR no. and TTR no.

1. *Press* *next to Business Partner's BR No. & TTR No. to open the Trading Partner Selection pop up window as shown below.*



2. *User can highlight one desired trader partner and then click OK button. Then the Business Partner's BR No. & TTR No. are automatically retrieved from that Trading Partner profile.*
3. *User can also manually input the Business Partner's BR No. & TTR No.*

Tips

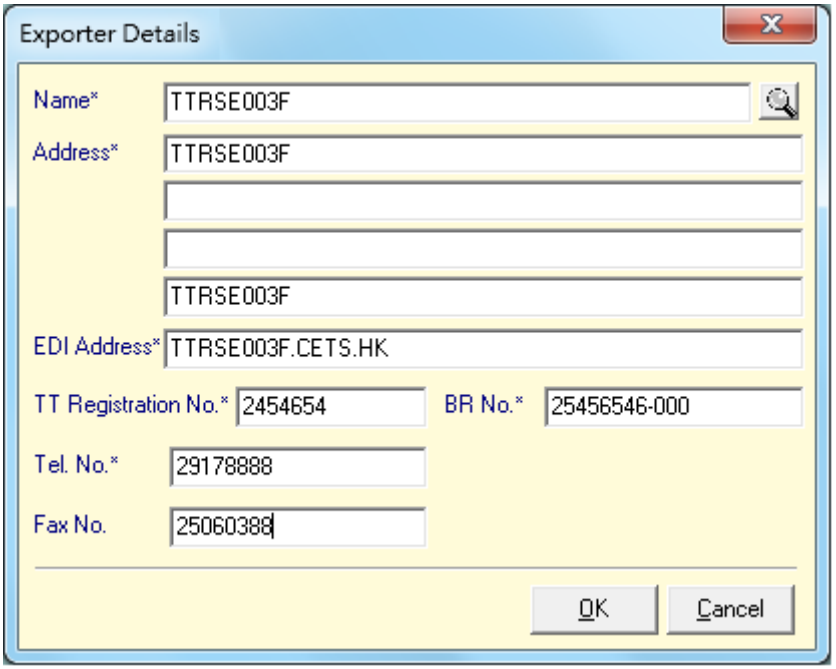
- This entity is invisible in ENI amendment.
- This entity is enabled in ENI initiation, but is disabled in ENI reprocessing.
- This entity must be input by Initiator.
- The change in business partner's EDI address will automatically retrieve and update the corresponding Business Partner BR no. & TTR no.
- The change in Business Partner BR no. & TTR no. (via lookup function) will automatically retrieve and update the corresponding business partner's EDI address.
- Manual input of Business Partner BR no. & TTR no. will NOT automatically retrieve and update the corresponding business partner's EDI address.

Field	Details
Business Partner's TT Registration No	Textiles Trader Registration Number of the business partner that is filled in by the message initiator The first digit of the TT Registration No. must be either 1 or 2.
Business Partner's BR No	Business Registration Number of the business partner that is filled in by the message initiator The format of BR Number: Char 1-8: numeric Char 9: "-" (dash) Char 10-12: alphanumeric

Exporter

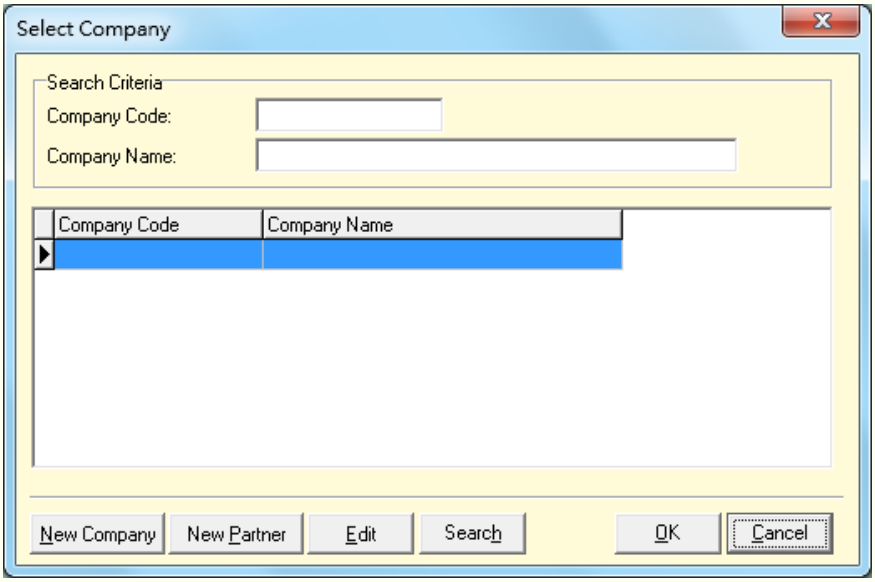
User has to specify an Exporter who **must** be registered with Tradelink.

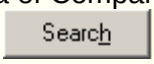
1. *Press* *next to Exporter to open the Exporter Details pop up window as shown below.*



2. *Exporter Details is automatically loaded from default company profile pre-defined in the system (if any). Otherwise a blank profile is opened.*
3. *User can manually input the details or edit Exporter Details by clicking* *next to the Name. It will then open a company selection pop up window for user to select one desired company profile.*

Tips



- User can use asterisk (*) for searching, it represents all unknown characters. For example: input “TTRS*” in the ‘Company Name’ field, all company name begins with character ‘TTRS’ will show up for selection.
- After entered the searching criteria of Company Code and/or Company Name, user must press  to start the search.

- Matched companies are listed underneath; user can double click on the desired option to select.
- The companies listed in the company selection pop up window are all with Exporter as its identity in Company Profile.

4. *The fields marked with an asterisk (*) are all mandatory fields which user must fill in.*
5. *Click ‘OK’ button to confirm the changes in Exporter Details.*

Tips

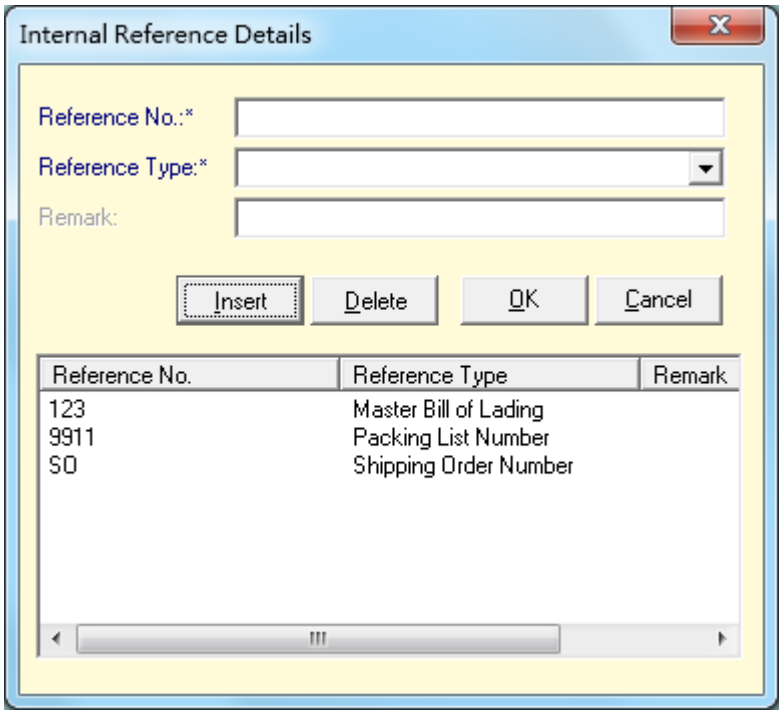
- This entity is enabled in ENI (role is either Exporter or Both).
- This entity is disabled in ENI (role is Manufacturer).
- This entity must be input by Exporter.

Field	Details
Name	Company name of the exporter
Address	Company Address of the exporter Bilingual field - Support Chinese Input
EDI Address	EDI mailbox address of exporter of the Notification assigned by Tradelink
TT Registration No	Textiles Trader Registration Number of the exporter The first digit of the TT Registration No. must be either 1 or 2.
BR No	Business Registration Number of the exporter The format of BR Number: Char 1-8: numeric Char 9: "-" (dash) Char 10-12: alphanumeric
TCR No	Textiles Control Registration number of the exporter Format of TCR Number: 00000-ZZZZZ
Tel No	Telephone number of exporter
Fax No	Fax number of the exporter

Reference Type

Exporter is optional to specify an internal reference type.

1. *Press* *next to Reference Type to open the following pop up window.*



2. *User cannot enter a reference type without a reference number, vice versa.*
3. *User is only required to enter remark if 'Others' is selected as the reference type.*
4. *User can click Insert button to add a reference type or click delete button to delete a reference type.*

Tips

- Inserted reference type is listed underneath.
- Maximum nine reference types can be inserted.
- Manufacturer is not allowed to fill in Internal Reference Type.

5. *To confirm the changes in internal reference type, user is required to click OK button.*

Tips

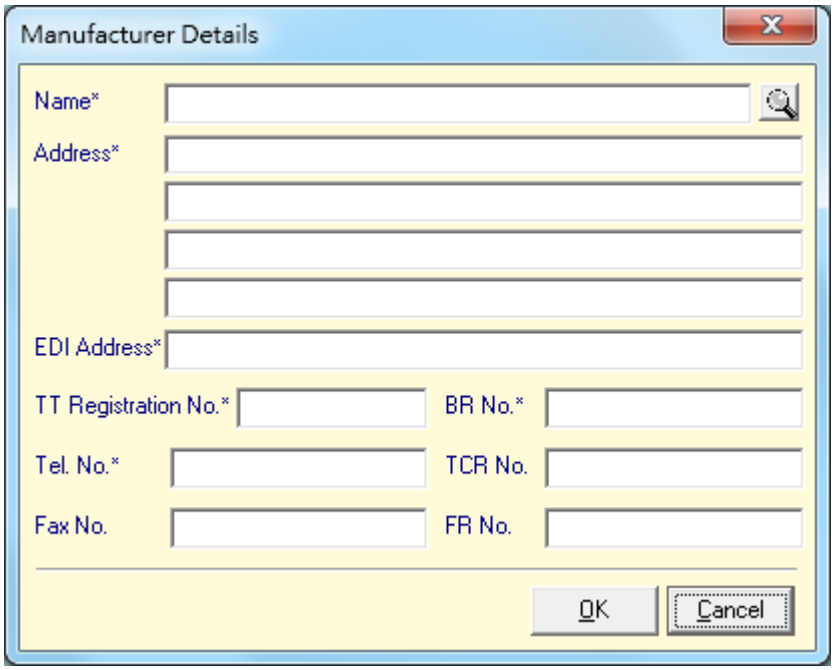
- This entity is enabled in ENI (role is either Exporter or Both).
- This entity is disabled in ENI (role is Manufacturer).
- This entity must be input by Exporter.

Field	Details
Reference No	The internal reference number.
Reference Type	Identifies the type of reference number used which must be one of the following: "MBL" – Master Bill of Lading "HBL" - House Bill of Lading "MAB" – Master Air Waybill "HAB" – House Air Waybill "PON" – Purchase Order Number "INV" – Invoice Number " PLN" – Packing List Number "SON" – Shipping Order Number "PTS" – JM-Link Job Number "PTG" – JM-Link Grouping No. "OTR" – Others (PTS & PTG are only applicable to JM-link import file)
Remark	User is freely to enter any remarks only if reference type selected is Others. Bilingual field - Support Chinese Input

Manufacturer

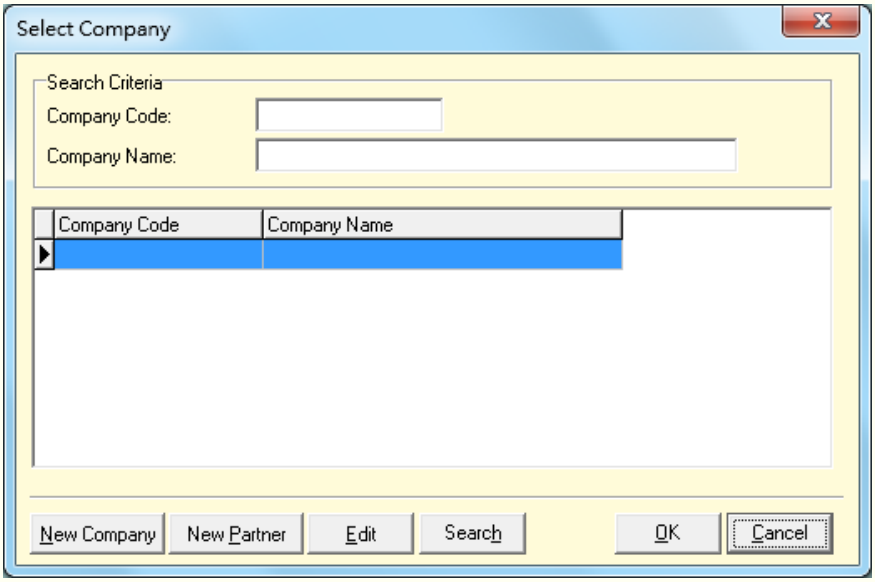
User has to specify a Manufacturer who **must** be registered with Tradelink.

1. *Press* *next to Manufacturer to open the Manufacturer Details pop up window as shown below.*



2. *Manufacturer Details is automatically loaded from default company profile pre-defined in the system (if any). Otherwise a blank profile is opened.*
3. *User can manually input the details or edit Manufacturer Details by clicking* *next to the Name. It will then open a company selection pop up window for user to select one desired company profile.*

Tips



- User can use asterisk (*) for searching, it represents all unknown characters. For example: input “TTRS*” in the ‘Company Name’ field, all company name begins with character ‘TTRS’ will show up for selection.
- After entered the searching criteria of Company Code and/or Company Name, user must press Search to start the search.
- Matched companies are listed underneath; user can double click on the desired option to select.
- The companies listed in the company selection pop up window are all with Manufacturer as its identity in Company Profile

4. *The fields marked with an asterisk (*) are all mandatory fields which user must fill in.*
5. *Click ‘OK’ button to confirm the changes in Exporter Details.*

Tips

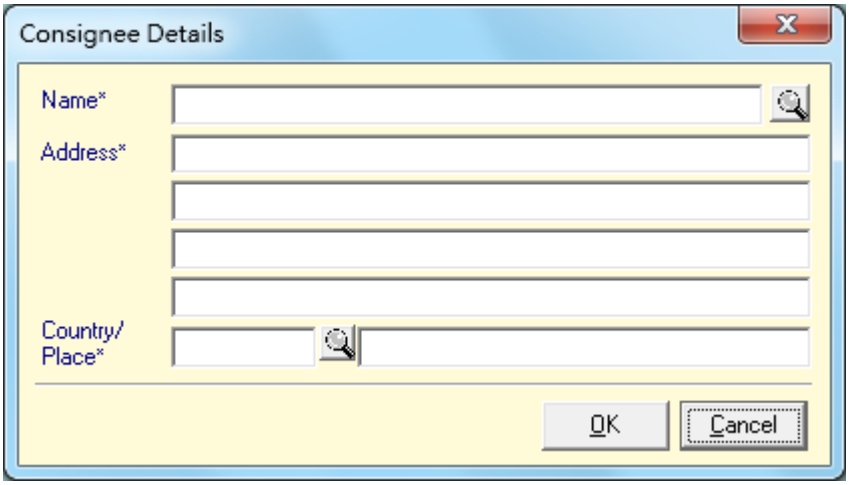
- This entity is disabled in ENI (role is Exporter).
- This entity is enabled in ENI (role is either Manufacturer or Both).
- This entity must be input by Manufacturer.

Field	Details
Name	Company name of the manufacturer
Address	Company Address of the manufacturer Bilingual field - Support Chinese Input
EDI Address	EDI mailbox address of manufacturer of the Notification assigned by Tradelink
TT Registration No	Textiles Trader Registration Number of the manufacturer The first digit of the TT Registration No. must be either 1 or 2.
BR No	Business Registration Number of the manufacturer The format of BR Number: Char 1-8: numeric Char 9: "-" (dash) Char 10-12: alphanumeric
TCR No	Textiles Control Registration number of the manufacturer Format of the TCR Number: 00000-ZZZZZ
FR No	Factory Registration Number of manufacturer Format of the FR Number: 00000-ZZZZZ
Tel No	Telephone number of manufacturer
Fax No	Fax number of the manufacturer

Consignee

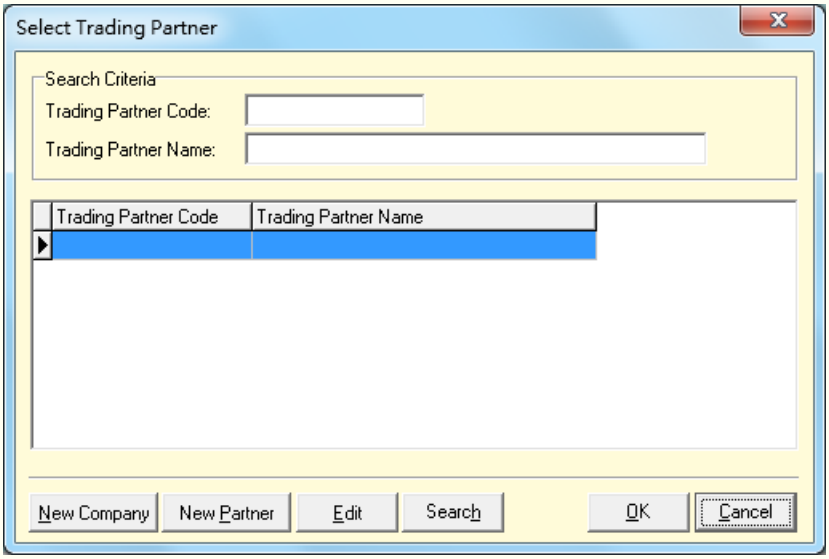
User has to specify a Consignee who **must** be registered with Tradelink.

1. *Press* *next to Consignee to open the Consignee Details pop up window as shown below.*



2. *User can manually input the details or edit Consignee Details by clicking* *next to the Name. It will then open a trading partner selection pop up window for user to select one desired company profile.*

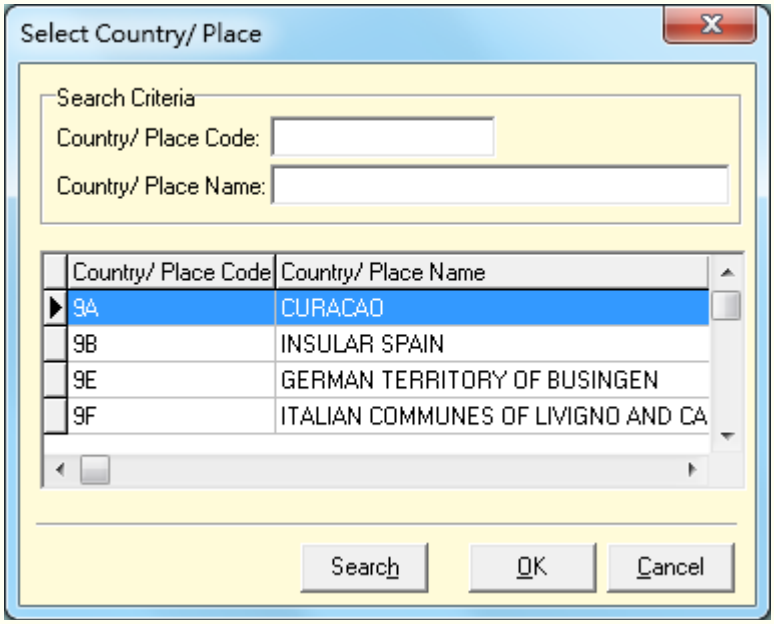
Tips



- User can use asterisk (*) for searching, it represents all unknown characters. For example: input “TTRS*” in the ‘Trading Partner Name’ field, all trading partner name begins with character ‘TTRS’ will show up for selection.
- After entered the searching criteria of Trading Partner Code and/or Trading Partner Name, user must press Search to start the search.
- Matched trading partners are listed underneath; user can double click on the desired option to select.
- The trading partners listed in the trading partner selection pop up window are all with Consignee as its identity in Trading Partner Profile.

3. *User can amend the country/ place code by clicking* *next to the Country/ Place. It will then open a country selection pop up window for user to select one desired country/ place.*

Tips



- User can use asterisk (*) for searching, it represents all unknown characters. For example: input "9*" in the 'Country/ Place Code' field, all country/ place code begins with character '9' will show up for selection.
- After entered the searching criteria of Country/ Place Code and/or Country/ Place Name, user must press Search to start the search.
- Matched country/ place codes are listed underneath, user can double click on the desired option to select.

4. *The fields marked with an asterisk (*) are all mandatory fields which user must fill in.*
5. *Click 'OK' button to confirm the changes in Consignee Details.*

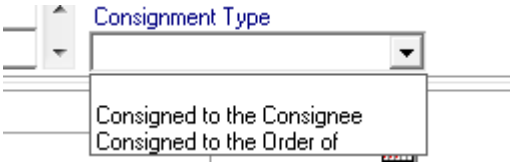
Tips

- This entity is enabled in ENI (role is either Exporter or Manufacturer or Both).
- This entity is sensitive information that must be input by either Exporter or Manufacturer.
- Manufacturer is not able to view the content if entered by Exporter.
- Exporter is able to view the content if entered by Manufacturer.

Field	Details
Name	Name of consignee Bilingual field - Support Chinese Input
Address	Address of consignee Bilingual field - Support Chinese Input
Country/ Place	Country/ Place code of consignee

Consignment Type

Consignment Type is optional for ENI initiated by Exporter or Manufacturer. Press to select one desired Consignment Type, i.e. blank, "Consigned to the Consignee" or "Consigned to the Order of".



If "Consigned to the Consignee" is selected, "Country/ Place" of Consignee must match with "Final Destination" (which located under "Transport Details" tab page).

Transport Details

User is required to fill in at least those mandatory fields under this entity ' Transport Details'.

1. *Press to select one desired Mode of Transport.*
2. *Press to select a date for Date of Departure.*
3. *Press to select one country/ place code for Final Destination.*

Tips

- This entity is invisible in ENI (role is Manufacturer).
- This entity is enabled in ENI (role is either Exporter or Both).
- This entity must be input by Exporter.

Field	Details
Mode of Transport	To indicate the mode of outbound transport being used. - (1) Maritime (Ocean) - (2) Rail - (3) Road - (4) Air - (8) Inland Water Transport (River) - (9) Others (by Post/Hand)
Name of Vessel / Voyage / Flight / Vehicle No	The name or number of the vessel/ voyage/ flight/ vehicle used for the outbound shipment of the goods Bilingual field - Support Chinese Input
Date of Departure	Departure date of the goods of the exportation
Final Destination	Code of country/ place where the goods are exported.

CO/Form A Details

User is optional to fill in this tab page.

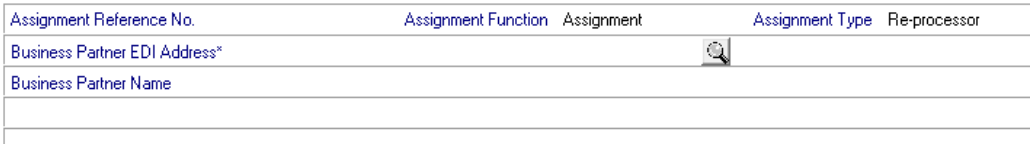
Tips

- Maximum 10 rows are allowed to be input.
- When "Certificate of Origin No./ Form A No." is entered, its corresponding "Issuing Organization" must be input as well, and vice versa.
- If the Nth input is filled in, 1 to (N – 1)th input should also be filled in.
- This tab page is available for ENI (initiated by Exporter or Both).

Field	Details
Certificate of Origin Number/ Form A No.	Reference number of Certificate of Origin or Reference number of Form A
Issuing Organization	The organization that issues the Certificate/ Form A "0" – Trade and Industry Department (TID) "1" – Chinese General Chamber of Commerce (CGCC) "2" – Chinese Manufacturers' Association (CMA) "3" – Federation of Hong Kong Industries (FHKI) "4" – Hong Kong General Chamber of Commerce (HKGCC) "5" - The Indian Chamber of Commerce (ICC)

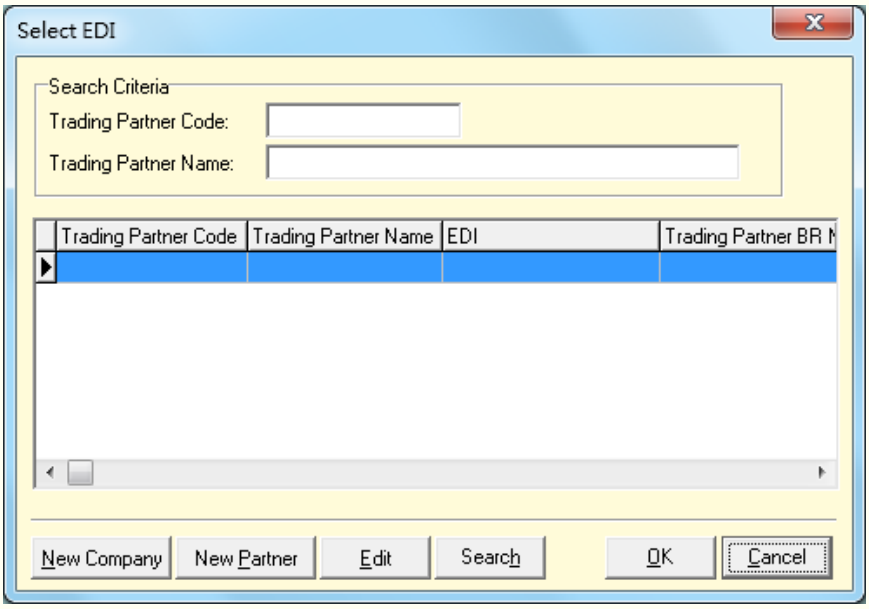
Business Partner

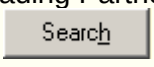
User must assign a business partner in fresh submission for ENI initiated by Exporter or Manufacturer.



1. *Assignment Reference Number is automatically generated by system in case a business partner is assigned.*
2. *Assignment Function and Assignment Type are shown with default values in fresh submission and cannot be changed by user.*
3. *To assign a business partner, user can click* *to open EDI selection pop up window and then select one desired EDI address.*

Tips



- User can use asterisk (*) for searching, it represents all unknown characters. For example: input “TTRS*” in the ‘Trading Partner Name’ field, all trading partner name begins with character ‘TTRS’ will show up for selection.
- After entered the searching criteria of Trading Partner Code and/or Trading Partner Name, user must press  to start the search.
- Matched trading partners are listed underneath; user can double click on the desired option to select.
- The trading partners listed in the EDI selection pop up window are all with Manufacturer as its identity in Company Profile and Trading Partner Profile (if initiator is Exporter).
- The trading partners listed in the EDI selection pop up window are all

with Exporter as its identity in Company Profile and Trading Partner Profile (if initiator is Manufacturer).

4. *Business Partner Name is automatically retrieved after the EDI address is selected.*

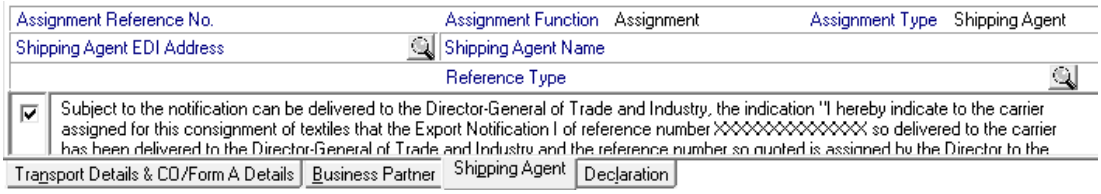
Tips

- This entity is invisible in ENI (role is Both).
- This entity is enabled in ENI (role is either Exporter or Manufacturer).
- This entity must be input by Initiator.
- The change in business partner's EDI address will automatically retrieve and update the corresponding Business Partner BR No. & TTR No.

Field	Details
Assignment Reference No	To record the reference number of the assignment
Assignment Function	To distinguish the type of assignment: "A" – Assignment
Assignment Type	To distinguish the role of the assignee, being: "RP" - Re-processor
Business Partner EDI Address	EDI mailbox address of assigned party
Business Partner Name	Company name of assigned party

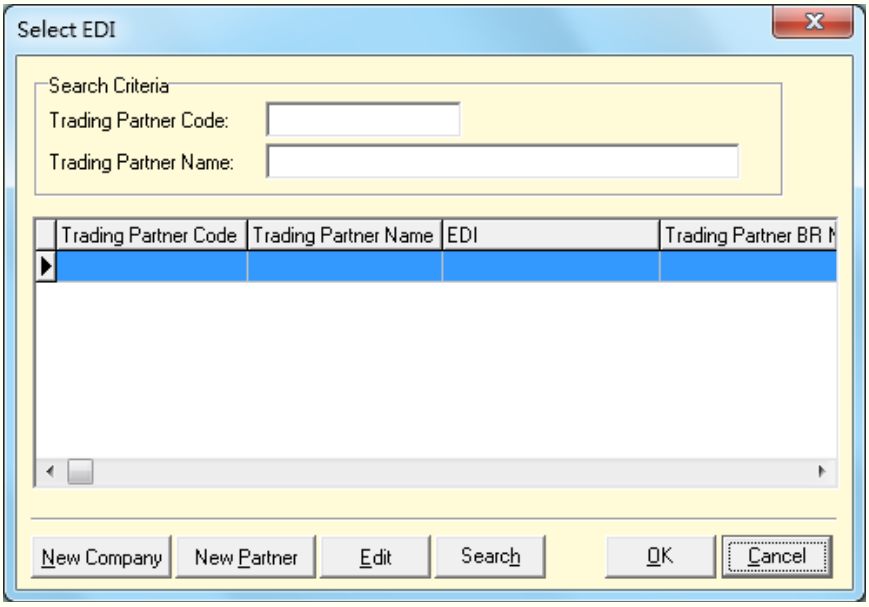
Shipping Agent

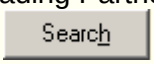
User is optional to assign shipping agent in fresh submission.


Assignment Reference No.
Assignment Function Assignment
Assignment Type Shipping Agent
Shipping Agent EDI Address
Shipping Agent Name
Reference Type
Subject to the notification can be delivered to the Director-General of Trade and Industry, the indication "I hereby indicate to the carrier assigned for this consignment of textiles that the Export Notification I of reference number XXXXXXXXXXXXXX so delivered to the carrier
Transport Details & CO/Form A Details
Business Partner
Shipping Agent
Declaration

1. *Assignment Reference Number is automatically generated by system in case a shipping agent is assigned.*
2. *Assignment Function and Assignment Type are shown with default values in fresh submission and cannot be changed by user.*
3. *To assign a shipping agent, user can click* *to open EDI selection pop up window and then select one desired EDI address.*

Tips



- User can use asterisk (*) for searching, it represents all unknown characters. For example: input “TTRS*” in the ‘Trading Partner Name’ field, all trading partner name begins with character ‘TTRS’ will show up for selection.
- After entered the searching criteria of Trading Partner Code and/or Trading Partner Name, user must press  to start the search.

- Matched trading partners are listed underneath; user can double click on the desired option to select.
- The trading partners listed in the EDI selection pop up window are all with Forwarder or Carrier as its identity in both Company and Trading Partner Profile.

4. *Shipping Agent Name is automatically retrieved after the EDI address is selected.*
5. *User is optional to fill in Reference Type under the Shipping Agent tab page. (Please refer to section 3.1.2 for details)*

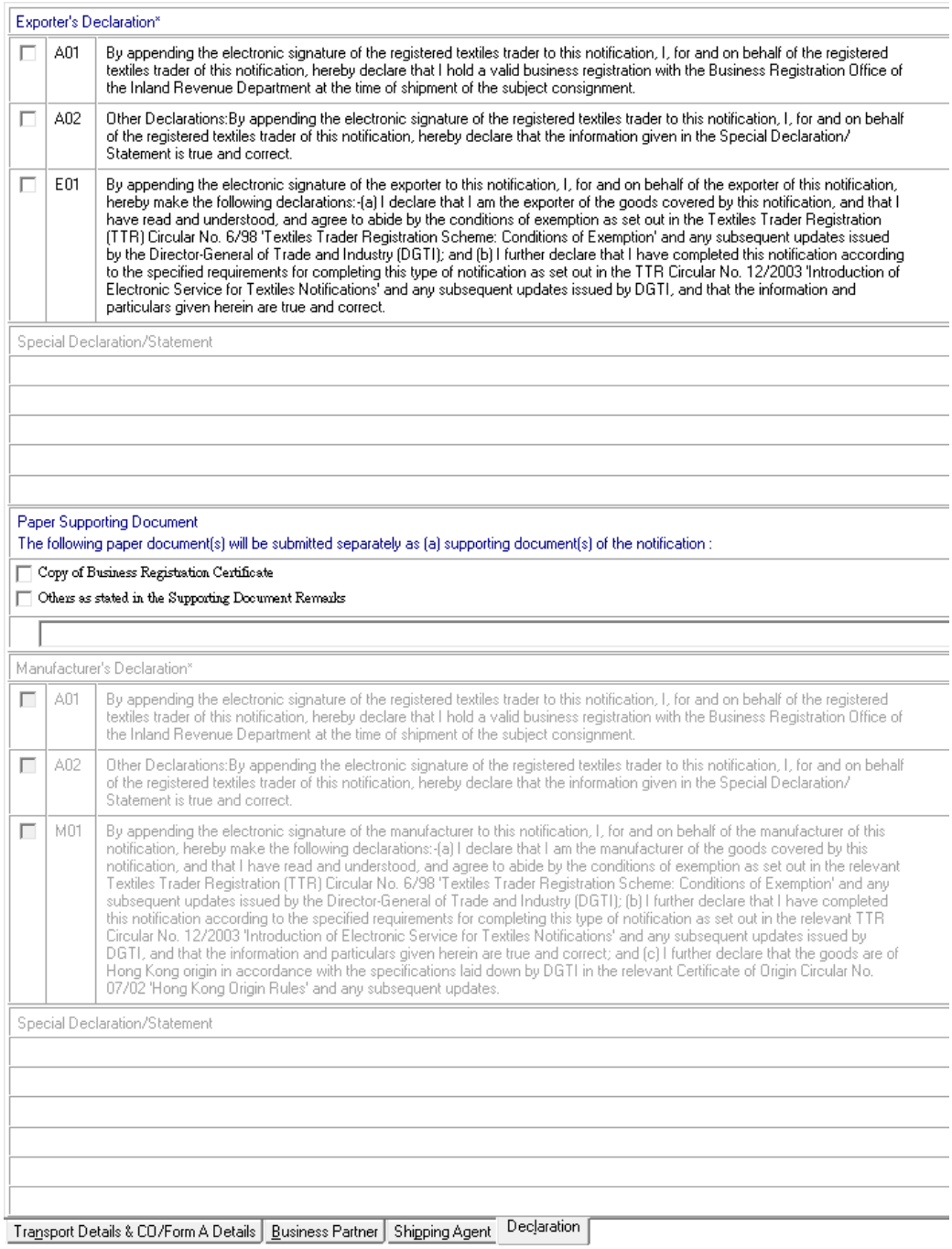
Tips

- Dummy shipping agent is assigned if this entity ‘Shipping Agent’ is blank.
- This entity is enabled in ENI (role is either Exporter or Both).
- This entity is disabled in ENI (role is Manufacturer).
- This entity must be input by Exporter.

Field	Details
Assignment Reference No	To record the reference number of the assignment allotted at the time when the Shipping Agent Assignment/ Withdrawal Message was sent.
Assignment Function	To distinguish the type of assignment: "A" – Assignment "C" – Change
Assignment Type	To distinguish the role of the assignee, being: "SA" – Shipping Agent "CA" - Copy Agent "RP" - Re-processor
Shipping Agent EDI Address	EDI mailbox address of assigned party
Shipping Agent Name	Company name of assigned party
Reference Type	Identifies the type of reference number used

Declaration

User is required to check several declaration before notification can be saved.


Exporter's Declaration*
A01
By appending the electronic signature of the registered textiles trader to this notification, I, for and on behalf of the registered textiles trader of this notification, hereby declare that I hold a valid business registration with the Business Registration Office of the Inland Revenue Department at the time of shipment of the subject consignment.
A02
Other Declarations:By appending the electronic signature of the registered textiles trader to this notification, I, for and on behalf of the registered textiles trader of this notification, hereby declare that the information given in the Special Declaration/ Statement is true and correct.
E01
By appending the electronic signature of the exporter to this notification, I, for and on behalf of the exporter of this notification, hereby make the following declarations:-(a) I declare that I am the exporter of the goods covered by this notification, and that I have read and understood, and agree to abide by the conditions of exemption as set out in the Textiles Trader Registration (TTR) Circular No. 6/98 'Textiles Trader Registration Scheme: Conditions of Exemption' and any subsequent updates issued by the Director-General of Trade and Industry (DGTI); and (b) I further declare that I have completed this notification according to the specified requirements for completing this type of notification as set out in the TTR Circular No. 12/2003 'Introduction of Electronic Service for Textiles Notifications' and any subsequent updates issued by DGTI, and that the information and particulars given herein are true and correct.
Special Declaration/Statement
Paper Supporting Document
The following paper document(s) will be submitted separately as (a) supporting document(s) of the notification :
Copy of Business Registration Certificate
Others as stated in the Supporting Document Remarks
Manufacturer's Declaration*
A01
By appending the electronic signature of the registered textiles trader to this notification, I, for and on behalf of the registered textiles trader of this notification, hereby declare that I hold a valid business registration with the Business Registration Office of the Inland Revenue Department at the time of shipment of the subject consignment.
A02
Other Declarations:By appending the electronic signature of the registered textiles trader to this notification, I, for and on behalf of the registered textiles trader of this notification, hereby declare that the information given in the Special Declaration/ Statement is true and correct.
M01
By appending the electronic signature of the manufacturer to this notification, I, for and on behalf of the manufacturer of this notification, hereby make the following declarations:-(a) I declare that I am the manufacturer of the goods covered by this notification, and that I have read and understood, and agree to abide by the conditions of exemption as set out in the relevant Textiles Trader Registration (TTR) Circular No. 6/98 'Textiles Trader Registration Scheme: Conditions of Exemption' and any subsequent updates issued by the Director-General of Trade and Industry (DGTI); (b) I further declare that I have completed this notification according to the specified requirements for completing this type of notification as set out in the relevant TTR Circular No. 12/2003 'Introduction of Electronic Service for Textiles Notifications' and any subsequent updates issued by DGTI, and that the information and particulars given herein are true and correct; and (c) I further declare that the goods are of Hong Kong origin in accordance with the specifications laid down by DGTI in the relevant Certificate of Origin Circular No. 07/02 'Hong Kong Origin Rules' and any subsequent updates.
Special Declaration/Statement
Transport Details & CO/Form A Details
Business Partner
Shipping Agent
Declaration

1. *Exporter's and Manufacturer's Declarations sections are listed in Declaration tab page. Exporter must check declarations 'A01' and 'E01'. Manufacturer must check declaration 'A01' and 'M01'.*
2. *Special Declaration / Statement is mandatory field only if declaration code 'A02' is checked, otherwise, it should be disabled and contain no value.*
3. *Two Paper Supporting Documents are listed in Exporter's Declaration section and optional to check. If 'Others' is checked, Remarks must be entered.*

Tips

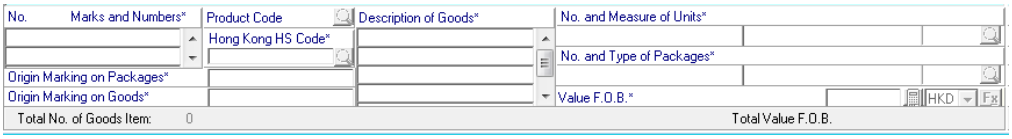
- Exporter's Declaration section is disabled when Manufacturer initiate or reprocess the ENI.
- Manufacturer's Declaration section is disabled when Exporter initiate or reprocess the ENI.
- Exporter and Manufacturer Declaration sections are enabled when ENI is created by both parties.

Field	Details
Exporter's Declaration	Declaration Code of the exporter.
Exporter's Special Declaration / Statement	For special declaration/ statement when need arises. Bilingual field - Support Chinese Input
Paper Supporting Document	To indicate the type of Supporting Documents that are required. Bilingual field - Support Chinese Input
Manufacturer's Declaration	Declaration Code of the manufacturer.
Manufacturer's Special Declaration / Statement	For special declaration/ statement when need arises. Bilingual field - Support Chinese Input

Goods Item Information

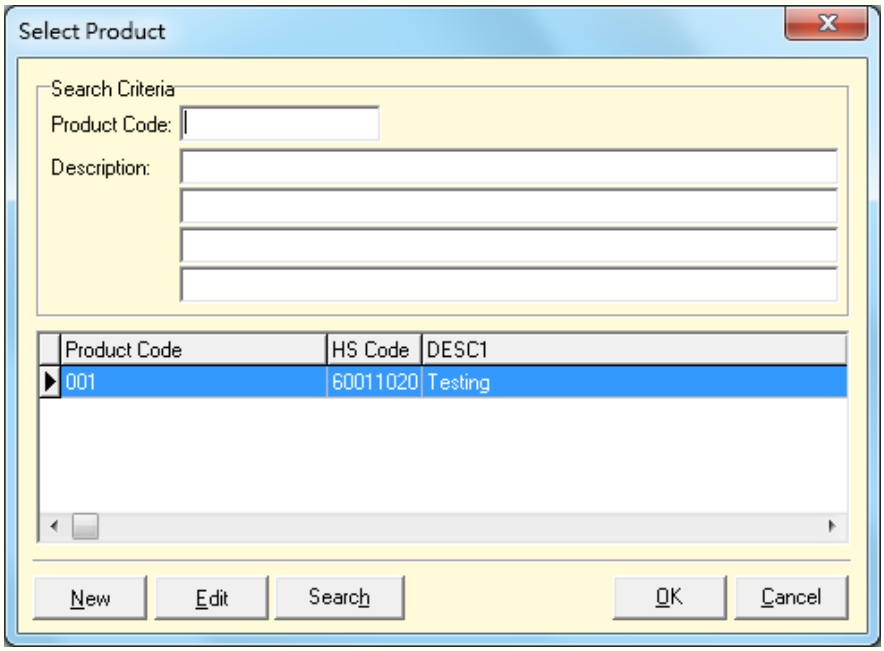
User must insert at least one goods item before notification can be saved.

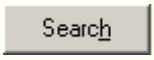
1. *Click Insert Items button, user can insert the goods information with the following section.*



2. *User is able to click* *to select one pre-defined product profile.*

Tips

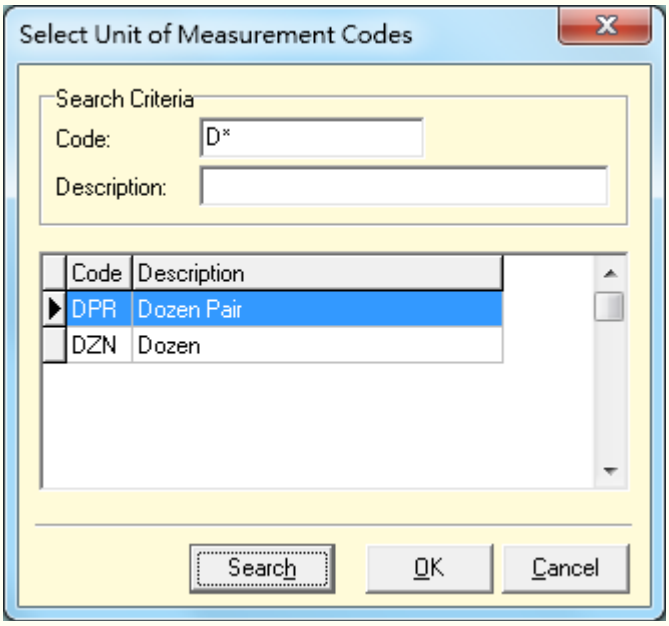


- User can use asterisk (*) for searching, it represents all unknown characters.
- After entered the searching criteria of Product Code and/or Description, user must press  to start the search.
- Matched products are listed underneath; user can double click on the desired option to select.

3. *User is also able to manually input the details.*

4. *User can either manually input the Measure of Units or click* *to open the Unit of Measure Codes selection pop-up window and then select a desired one.*

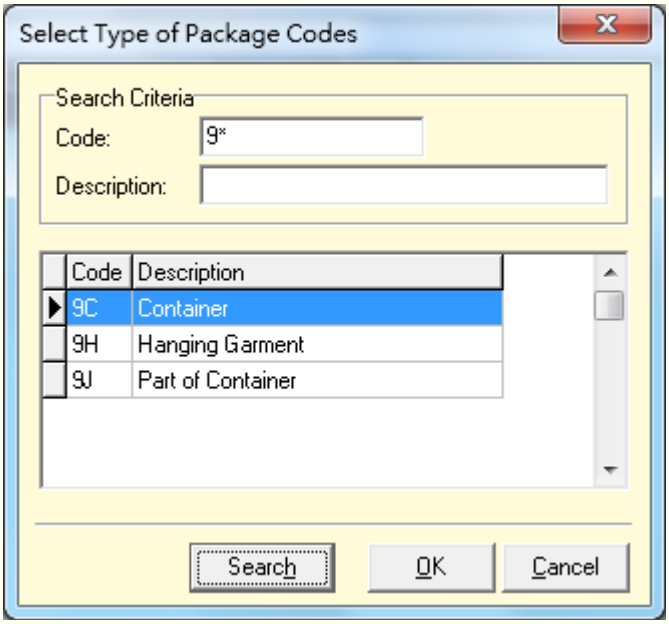
Tips



- User can use asterisk (*) for searching, it represents all unknown characters.
- After entered the searching criteria of Code and/or Description, user must press Search to start the search.
- Matched products are listed underneath; user can double click on the desired option to select.

5. *User can either manually input the Type of Packages or click* *to open the Type of Package Codes selection pop-up window and then select a desired one.*

Tips



- User can use asterisk (*) for searching, it represents all unknown characters.
- After entered the searching criteria of Code and/or Description, user must press to start the search.
- Matched products are listed underneath; user can double click on the desired option to select.

6. *Click 'OK' button to confirm the changes in Goods Item Details*

Tips

- Maximum 99 goods items can be inserted.
- User is able to delete a goods item by clicking Delete Items button.
- This entity must be input by initiator.
- The field 'Value F.O.B.' of all goods items are sensitive information that must be input by either Exporter or Manufacturer.
- Manufacturer is not able to view the content if entered by Exporter.
- Exporter is able to view the content if entered by Manufacturer.

Field	Details
Marks and Numbers	Mark(s) and number(s) First line must not be null. If no value is input, then 'No Marks'. is input by default. Bilingual field - Support Chinese Input
Origin Marking on Packages	Origin marking, if any, on packages. Bilingual field - Support Chinese Input If no value is input, value "NIL" is input by default.
Origin Marking on Goods	Origin Marking, if any, on the Goods Bilingual field - Support Chinese Input If no value is input, value "NIL" is input by default.
Hong Kong HS Code	To indicate the Hong Kong HS Code of the goods belong to.
Full Description of Goods	Full Description of Goods First line must not be null. Bilingual field - Support Chinese Input
No & Measure of Units	Number and Measure of units. If Unit of Measure is either DZN or DPR, Number of Unit will then be a number value with 2 decimal places. However, only 12 pre-defined decimal values are allowed, i.e. 0, 0.08, 0.17, 0.25, 0.33, 0.42, 0.50, 0.58, 0.67, 0.75, 0.83 0.92 where they represent 1 to 12 piece(s) per DZN/DPR respectively. If Unit of Measure is PCE, C62, PR or SET, Number of Unit must be integer. For all other Measure of Unit, (i.e. MTR, MTK, KGM), 2 decimal places is allowed for any Number of Unit.
No & Type of Packages	Number and Type of packages of the goods item.
Value F.O.B.	Free On Board. Trader term in which the price quoted by the trader does not include the costs of ocean transportation, but does include loading on board the vessel. Value F.O.B. should be in HK$. Value F.O.B. should be 0 if Number of Unit is 0 for Pre/Post Shipment Request for Amendment. However, value of "Total No. of Goods Item" and "Total Value F.O.B." must be greater than 0. A 10% different limit for Post-shipment Request for Amendment is bounded with reference to last Tradelink Acknowledged Pre-shipment Amendment or Fresh Submission
Product Code	Code of product pre-defined in System Setup

Total No. of Goods Items & Total Value F.O.B.

All goods items inserted are listed under the tab pages. The "Total No. of Goods Items" and "Total Value F.O.B." are automatically calculated and displayed at the bottom by system.

No.	Full Description of Goods	No. of Packages	No. of Units	Value F.O.B.
1	Testing	10 CT	100 MTK	36000.00
2	Testing	12 CT	220 PCE	263200.00

Field	Details
Total Value F.O.B.	Total price quoted by the trader, which does not include the costs of ocean transportation, but does include loading on board the vessel. Total Value F.O.B. should be in HK$. Value of “Total No. of Goods Item” and “Total Value F.O.B.” must be greater than 0.

Tips

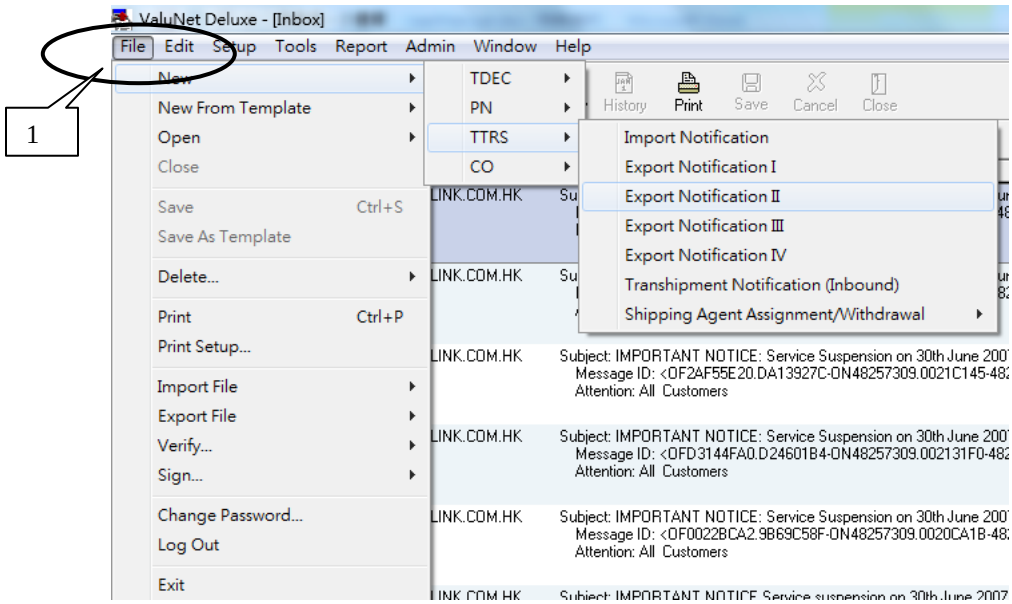
- The field ‘Total Value F.O.B.’ is sensitive information calculated by system.
- Manufacturer is not able to view the value if the field ‘Value F.O.B.’ of all goods items if entered by Exporter.
- Exporter is able to view the value if the field ‘Value F.O.B.’ of all goods items if entered by Manufacturer.

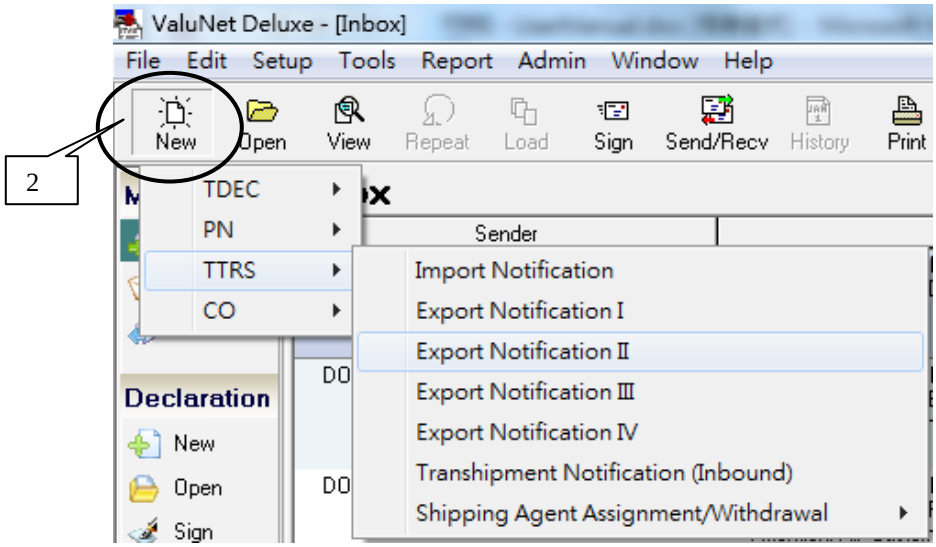
3.3 EXPORT NOTIFICATION II

The followings are features and procedures to create a fresh Export Notification II (ENII).

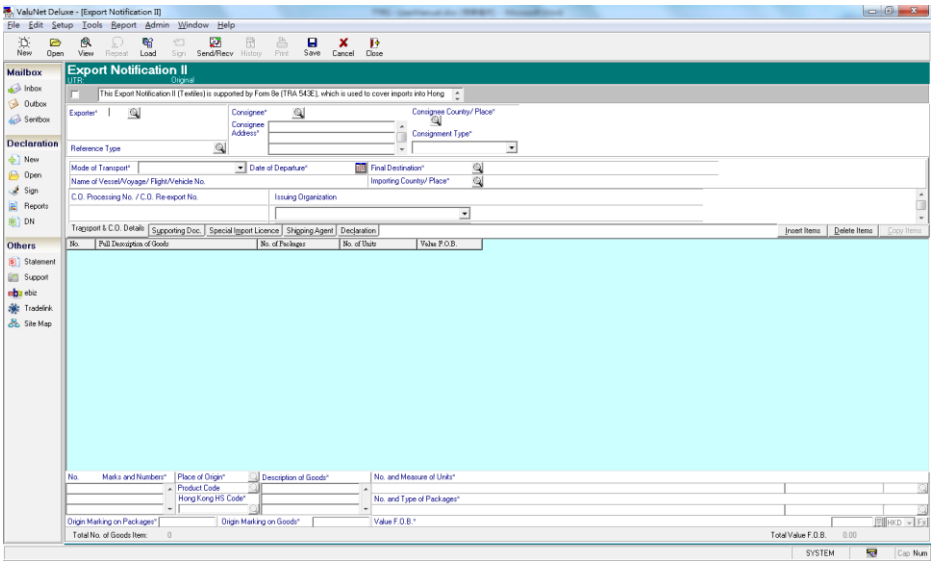
3.3.1 OPEN BLANK NOTIFICATION

1. *Either click menubar File>New>TTRS>Export Notification II to open a blank ENII; OR*
2. *Click icon New>TTRS>Export Notification II to open a blank ENII.*





3. Then a blank ENII is opened as below.



3.3.2 FILL IN NOTIFICATION

Export Notification II is divided into 5 parts:

In the first part, user can choose to tick the checkbox of Special Import License.

In the second part, user is required to fill in information under the following entities - Exporter, Consignee, Reference Type, Transport Details, C.O. Details, Supporting Document, Special Import License, Shipping Agent and Declaration.

In the third part, showing the goods item information. (maximum 99 line items)

In the forth part, user is required to fill in goods item information.

In the fifth part, the two fields "Total No. of Goods Items" and Total Value F.O.B." are automatically calculated based on the goods item information entered.

Each entity is fully explained in the following sections.

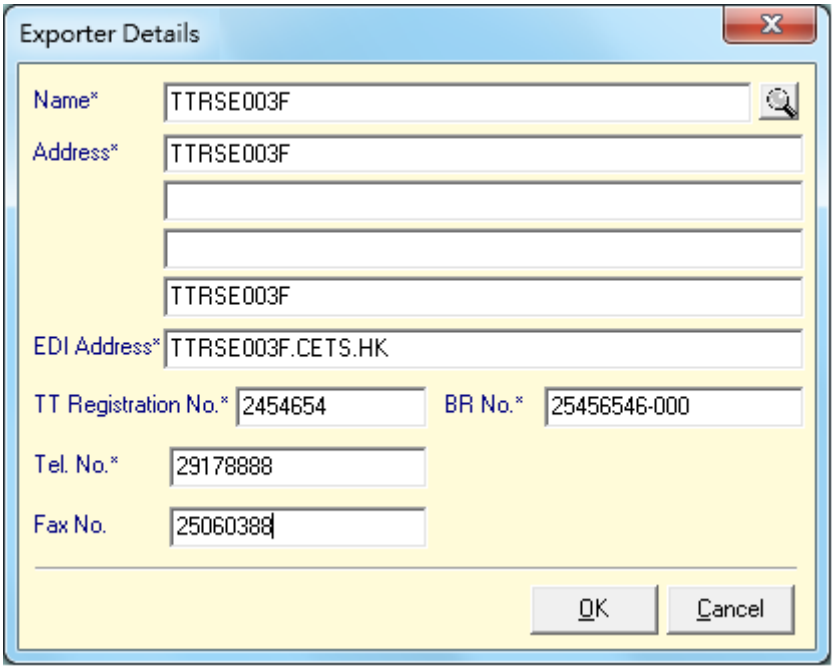
Tips

- The entities 'Supporting Document' and 'Special Import License' are mutually exclusive.
- The checkbox must be ticked for Special Import License.
- Those entities and data fields marked with an asterisk (*) are mandatory which user must fill in.
- Mouse over feature is applicable to the following entities - Exporter, Consignee, Reference Type, Country/ Place of Knitting and Country/ Place of Linking/Stitching and Goods Items Details.
- Mouse over feature is applicable to the following disabled fields – Name of Vessel/Voyage/Flight/Vehicle No, Special Declaration/Statement, Paper Supporting Document Remarks
- Chinese input is NOT allowed if Special Import License is input.
- Chinese Input is allowed to the following fields: Exporter Address, Consignee Name, Consignee Address, Internal Reference Remark, Name of Vessel / Voyage / Flight / Vehicle No, Marks and Numbers, Origin Marking on Packages, Origin Marking on Goods, Full Description of Goods, Special Declaration/Statement and Supporting Document Remark.

Exporter

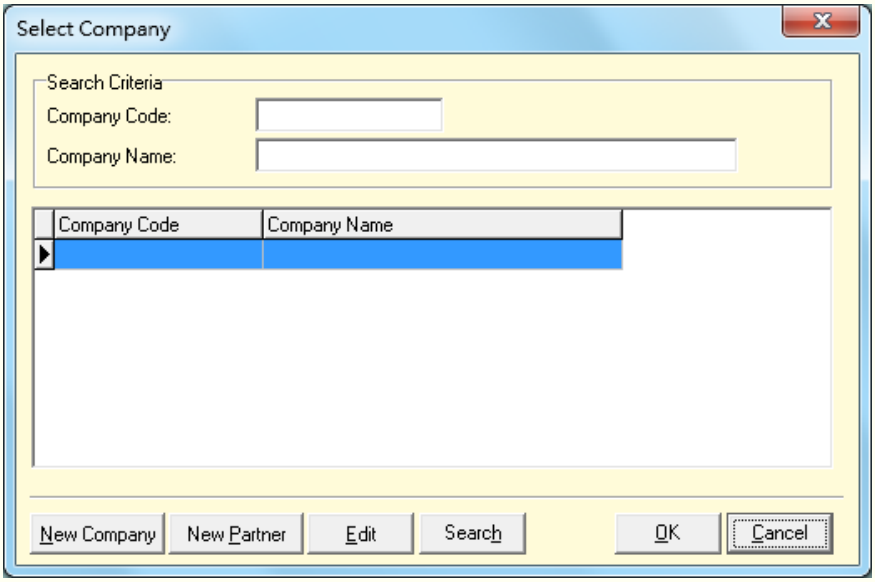
User has to specify an Exporter who **must** be registered with Tradelink.

1. *Press* *next to Exporter to open the Exporter Details pop up window as shown below.*



2. *Exporter Details is automatically loaded from default company profile pre-defined in the system (if any). Otherwise a blank profile is opened.*
3. *User can manually input the details or edit Exporter Details by clicking* *next to the Name. It will then open a company selection pop up window for user to select one desired company profile.*

Tips



- User can use asterisk (*) for searching, it represents all unknown characters. For example: input “TTRS*” in the ‘Company Name’ field, all company name begins with character ‘TTRS’ will show up for selection.
- After entered the searching criteria of Company Code and/or Company Name, user must press Search to start the search.
- Matched companies are listed underneath; user can double click on the desired option to select.
- The companies listed in the company selection pop up window are all with Exporter as its identity in Company Profile.

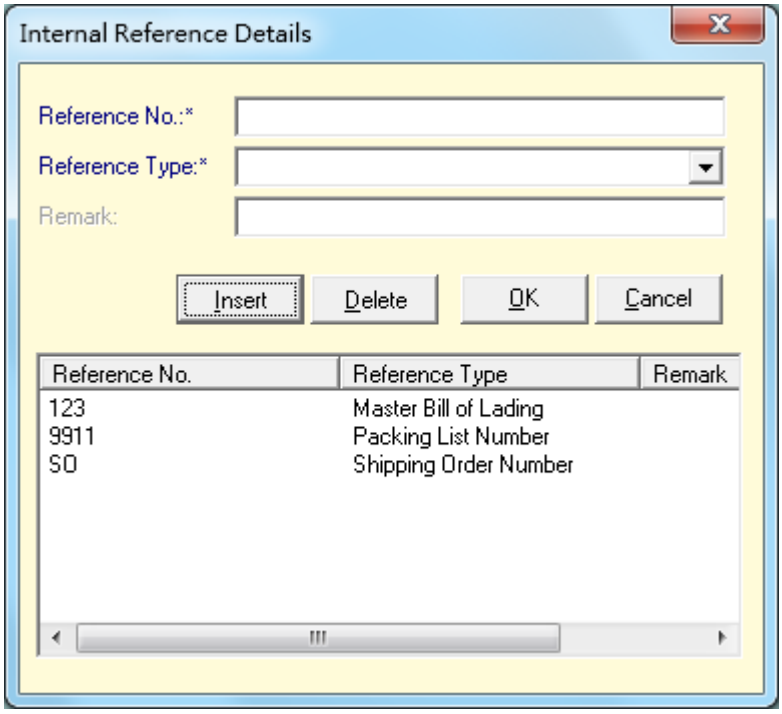
4. *The fields marked with an asterisk (*) are all mandatory fields which user must fill in.*
5. *Click ‘OK’ button to confirm the changes in Exporter Details.*

Field	Details
Name	Company name of the exporter
Address	Company Address of the exporter Bilingual field - Support Chinese Input if Special Import License is NOT input
EDI Address	EDI mailbox address of exporter of the Notification assigned by Tradelink
TT Registration No	Textiles Trader Registration Number of the exporter The first digit of the TT Registration No. must be either 1 or 2.
BR No	Business Registration Number of the exporter The format of BR Number: Char 1-8: numeric Char 9: "-" (dash) Char 10-12: alphanumeric
TCR No	Textiles Control Registration number of the exporter Format of TCR Number: 00000-ZZZZZ
Tel No	Telephone number of exporter
Fax No	Fax number of the exporter

Reference Type

Exporter is optional to specify an internal reference type.

1. *Press* *next to Reference Type to open the following pop up window.*



2. *User cannot enter a reference type without a reference number, vice versa.*

3. *User is only required to enter remark if 'Others' is selected as the reference type.*
4. *User can click Insert button to add a reference type or click delete button to delete a reference type.*

Tips
- Inserted reference type is listed underneath. - Maximum nine reference types can be inserted.

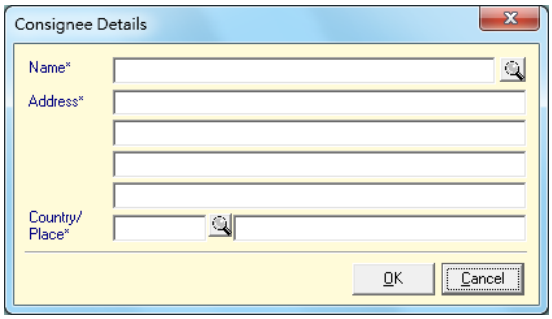
5. *To confirm the changes in internal reference type, user is required to click OK button.*

Field	Details
Reference No	The internal reference number.
Reference Type	Identifies the type of reference number used which must be one of the following: "MBL" – Master Bill of Lading "HBL" - House Bill of Lading "MAB" – Master Air Waybill "HAB" – House Air Waybill "PON" – Purchase Order Number "INV" – Invoice Number " PLN" – Packing List Number "SON" – Shipping Order Number "PTS" – JM-Link Job Number "PTG" – JM-Link Grouping No. "OTR" – Others (PTS & PTG are only applicable to JM-link import file)
Remark	User is freely to enter any remarks only if reference type selected is Others Bilingual field - Support Chinese Input if Special Import License is NOT input

Consignee

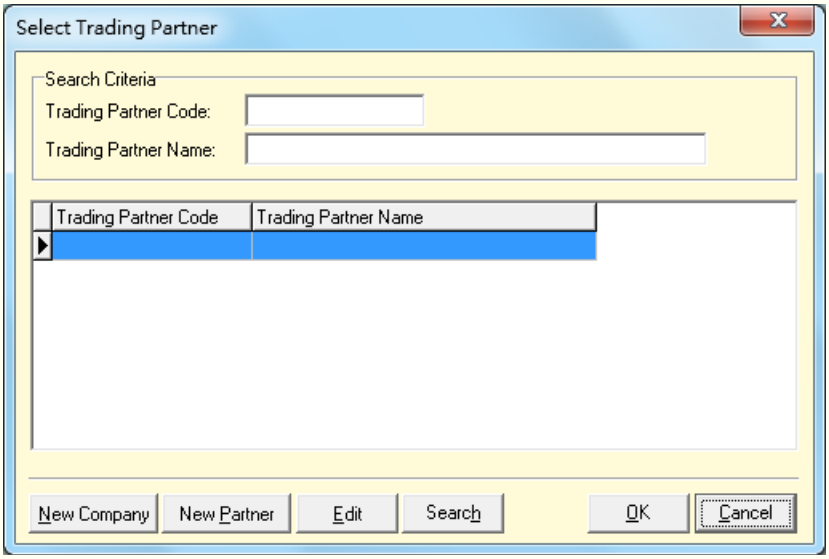
User has to specify a Consignee who **must** be registered with Tradelink.

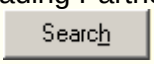
1. *Press* *next to Consignee to open the Consignee Details pop up window as shown below.*



2. *User can manually input the details or edit Consignee Details by clicking* *next to the Name. It will then open a trading partner selection pop up window for user to select one desired company profile.*

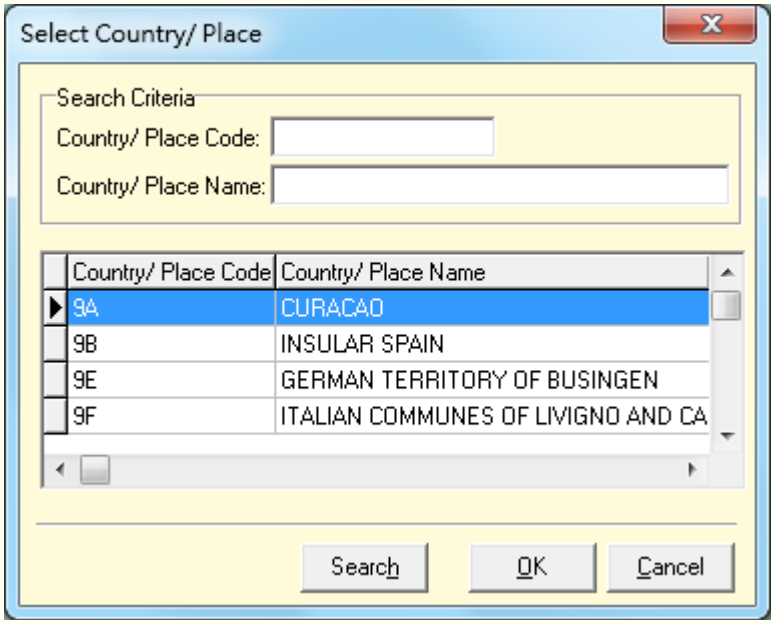
Tips



- User can use asterisk (*) for searching, it represents all unknown characters. For example: input "TTRS*" in the 'Trading Partner Name' field, all trading partner name begins with character 'TTRS' will show up for selection.
- After entered the searching criteria of Trading Partner Code and/or Trading Partner Name, user must press  to start the search.
- Matched trading partners are listed underneath; user can double click on the desired option to select.
- The trading partners listed in the trading partner selection pop up window are all with Consignee as its identity in Trading Partner Profile.

3. *User can amend the country/ place code by clicking* *next to the Country/ Place. It will then open a country/ place selection pop up window for user to select one desired country/ place.*

Tips



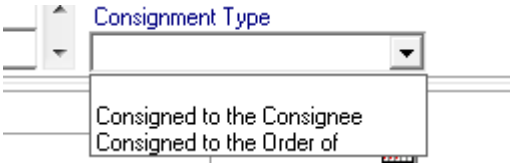
- User can use asterisk (*) for searching, it represents all unknown characters. For example: input "9*" in the 'Country/ Place Code' field, all country/ place code begins with character '9' will show up for selection.
- After entered the searching criteria of Country/ Place Code and/or Country/ Place Name, user must press Search to start the search.
- Matched country codes are listed underneath, user can double click on the desired option to select.

4. *The fields marked with an asterisk (*) are all mandatory fields which user must fill in.*
5. *Click 'OK' button to confirm the changes in Consignee Details.*

Field	Details
Name	Name of consignee Bilingual field - Support Chinese Input if Special Import License is NOT input
Address	Address of consignee Bilingual field - Support Chinese Input if Special Import License is NOT input
Country/ place	Country/ place code of consignee

Consignment Type

Press to select one desired Consignment Type, i.e. either "Consigned to the Consignee" or "Consigned to the Order of".



If "Consigned to the Consignee" is selected, Country/ place of Consignee must match with "Final Destination" (which located under "Transport Details" tab page).

Transport Details

User is required to fill in at least those mandatory fields under this entity ' Transport Details'.

1. *Press to select one desired Mode of Transport.*
2. *Press to select a date for Date of Departure.*
3. *Press to open country/ place selection pop up window and then select one country/ place code for Final Destination.*
4. *Press to open country/ place selection pop up window and then select one desired country for Importing Country/ Place.*

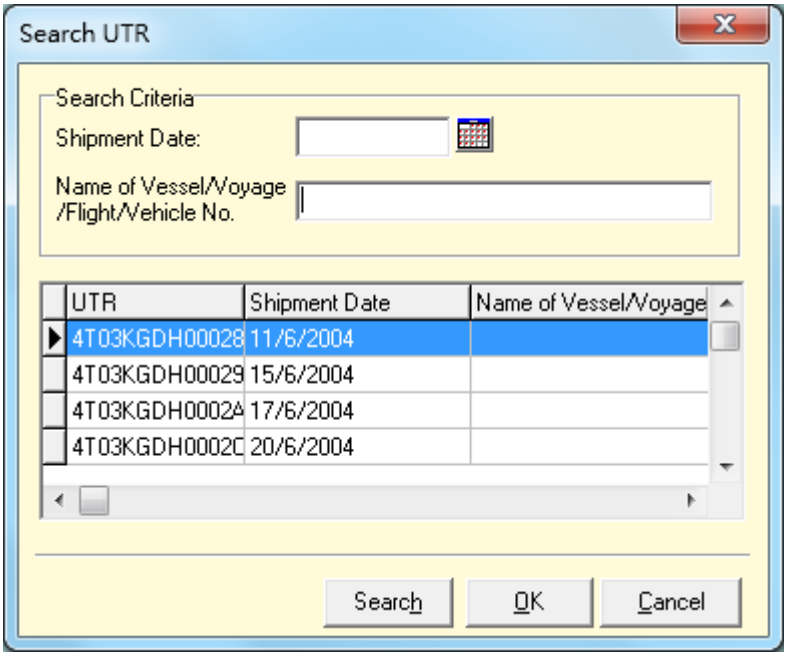
Field	Details
Mode of Transport	To indicate the mode of outbound transport being used. - (1) Maritime (Ocean) - (2) Rail - (3) Road - (4) Air - (8) Inland Water Transport (River) - (9) Others (by Post/Hand)
Name of Vessel / Voyage / Flight / Vehicle No	The name or number of the vessel/ voyage/ flight/ vehicle used for the outbound shipment of the goods Bilingual field - Support Chinese Input if Special Import License is NOT input
Date of Departure	Departure date of the goods of the exportation
Final Destination	Code of country where the goods are exported. Must not be "HK" (Hong Kong SAR).
Importing Country/ Place	Code of country/ place where the pieced-knitted garments were imported from under Special Import License.

Supporting Document

User is optional to specify supporting document.

Import Notification (Textiles) No. / Comprehensive Import Licence (Textiles) Unique Reference No.	Importation Date of Import Notification (Textiles) / Comprehensive Import Licence (Textiles)	Import Licence No.	Issue Date of Import Licence

1. *User can manually input Import Notification (Textiles) No./ Comprehensive Import Licence (Textiles) Unique Reference No. OR click* to open UTR selection pop up window and then select one desired UTR.



2. *UTR is automatically retrieved after OK button is clicked.*
3. *Press* to select a date for Importation Date of Import Notification (Textiles) / Comprehensive Import Licence (Textiles).

Tips

- The value of 'Import Notification (Textiles) No./ Comprehensive Import Licence (Textiles) Unique Reference No.' and the value of 'Importation Date of Import Notification (Textiles) / Comprehensive Import Licence (Textiles)' are in a pair.
- The value of 'Import Licence No.' and the value of 'Issue Date of Import Licence' are in a pair.
- At least one pair of value must exist.
- Maximum 15 pairs of value (for both types) are allowed.
- This entity 'Supporting Document' cannot co-exist with another entity 'Special Import License'
- Either entity 'Supporting Document' or entity 'Special Import License' must exist.
- In case of the goods imported from non-sensitive market, The value of 'Import Notification (Textiles) No./ Comprehensive Import Licence (Textiles) Unique Reference No.' and the value of 'Importation Date of Import Notification (Textiles) / Comprehensive Import Licence (Textiles)' are filled "NA" and the import date.
- If more than 1 shipment of goods imported from non-sensitive market, enter NA1, NA2….etc to 'Import Notification (Textiles) No./ Comprehensive Import Licence (Textiles) Unique Reference No.' field

Field	Details
Import Notification (Textiles) No.	Reference Number of Import Notification (Textiles) This is the number of the Import Notification (Textiles) used when the goods were imported into HK.
Importation Date of Import Notification (Textiles)	The date of importation of the Import Notification (Textiles) used to support the Export Notification II.
Comprehensive Import Licence (Textiles) Unique Reference No.	Reference Number of Comprehensive Import Licence (Textiles) This is the number of the Comprehensive Import Licence (Textiles) used when the goods were imported into HK.
Importation Date of Comprehensive Import Licence (Textiles)	The date of Comprehensive Import licence (Textiles) used to support the Export Notification II.
Import Licence No.	Reference Number of Import Licence This is the number of Import Licence used when the goods were imported into HK.
Issue Date of Import Licence	Date of issuance of the Import Licence used to support the Export Notification II.

Special Import License

User is optional to specify special import license.

1. *Press* *to select a date for Form 8e Issue Date.*
2. *User can click* *to open country/ place selection pop up window and then select one desired country/ place.*

Tips

- The checkbox of special import license must exist with this entity.
- This entity 'Supporting Document' cannot co-exist with another entity 'Special Import Licence'
- Either entity 'Supporting Document' or entity 'Special Import Licence' must exist.
- Maximum 10 records are allowed to be input.
- The first record is mandatory while others are optional.
- If the Nth record was filled in, then records 1 to N – 1 should also be filled in.
- If any one of the fields within a row was entered, remaining fields will become mandatory.

Field	Details
Form 8e No.	Reference number of Form 8e.
Form 8e Issue Date	Date of Form 8e was issued.
Country/ Place of Knitting	Code of country/ place where the knitting of the pieced-knitted garments was done.
Country/ Place of Linking/Stitching	Code of country/ place where the linking or stitching of the piece-knitted garments was done.

C.O. Details

User is optional to fill in this tab page.

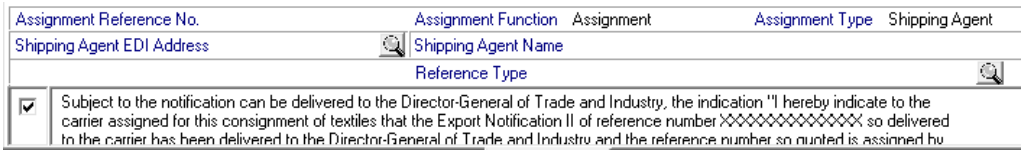
Tips

- Maximum 10 rows are allowed to be input.
- When "C.O. Processing No./C.O. Re-export No." is entered, its corresponding "Issuing Organization" must be input as well, or vice versa.
- If the Nth input is filled in, 1 to (N – 1)th input should also be filled in.

Field	Details
C.O. Processing No./ C.O. Re-export No.	Reference number of Processing Certificate of Origin/ Reference number of Re-export Certificate of Origin
Issuing Organization	The organization that issues the Certificate/ Form A "0" – Trade and Industry Department (TID) "1" – Chinese General Chamber of Commerce (CGCC) "2" – Chinese Manufacturers' Association (CMA) "3" – Federation of Hong Kong Industries (FHKI) "4" – Hong Kong General Chamber of Commerce (HKGCC) "5" - The Indian Chamber of Commerce (ICC)

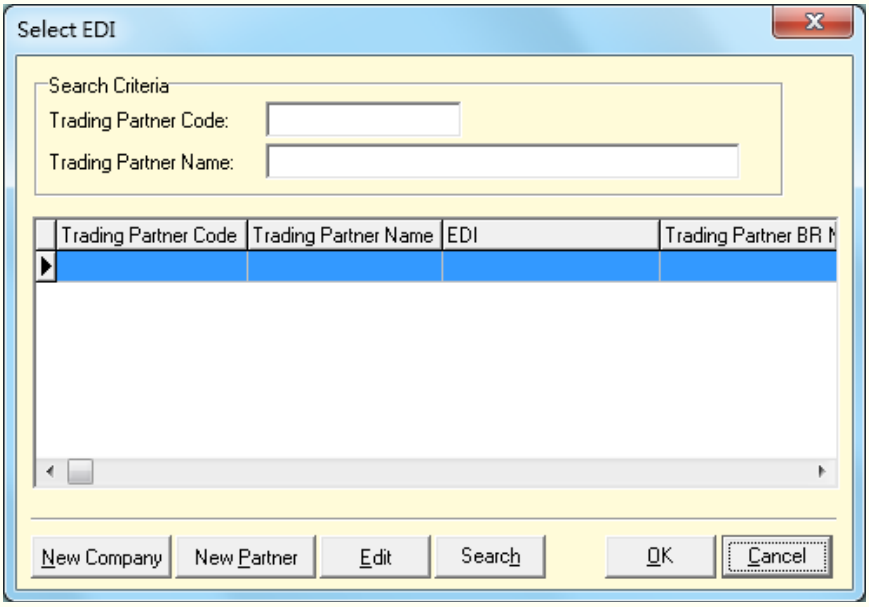
Shipping Agent

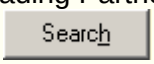
User is optional to assign shipping agent in fresh submission.


Assignment Reference No.
Assignment Function Assignment
Assignment Type Shipping Agent
Shipping Agent EDI Address
Shipping Agent Name
Reference Type
Subject to the notification can be delivered to the Director-General of Trade and Industry, the indication "I hereby indicate to the carrier assigned for this consignment of textiles that the Export Notification II of reference number XXXXXXXXXXXXX so delivered to the carrier has been delivered to the Director-General of Trade and Industry and the reference number so quoted is assigned by

1. *Assignment Reference Number is automatically generated by system in case a shipping agent is assigned.*
2. *Assignment Function and Assignment Type are shown with default values in fresh submission and cannot be changed by user.*
3. *To assign a shipping agent, user can click* *to open EDI selection pop up window and then select one desired EDI address.*

Tips



- User can use asterisk (*) for searching, it represents all unknown characters. For example: input “TTRS*” in the ‘Trading Partner Name’ field, all trading partner name begins with character ‘TTRS’ will show up for selection.
- After entered the searching criteria of Trading Partner Code and/or Trading Partner Name, user must press  to start the search.

- Matched trading partners are listed underneath; user can double click on the desired option to select.
- The trading partners listed in the EDI selection pop up window are all with Forwarder or Carrier as its identity in both Company and Trading Partner Profile.

4. *Shipping Agent Name is automatically retrieved after the EDI address is selected.*
5. *User is optional to fill in Reference Type (Please refer to section 3.1.2 for details)*

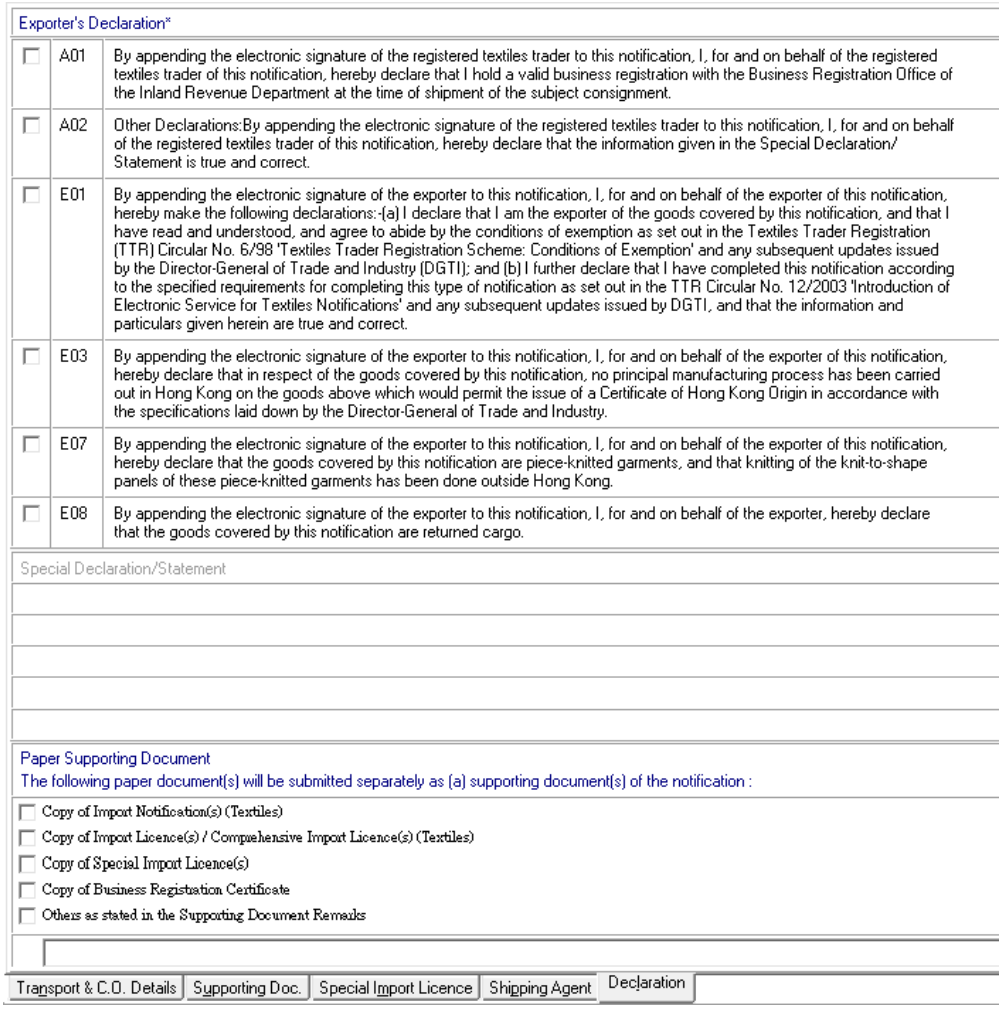
Tips

- Dummy shipping agent is assigned if entity ‘Shipping Agent’ is blank.

Field	Details
Assignment Reference No	To record the reference number of the assignment allotted at the time when the Shipping Agent Assignment/ Withdrawal Message was sent.
Assignment Function	To distinguish the type of assignment: "A" – Assignment "C" – Change
Assignment Type	To distinguish the role of the assignee, being: "SA" – Shipping Agent "CA" - Copy Agent "RP" - Re-processor
Shipping Agent EDI Address	EDI mailbox address of assigned party
Shipping Agent Name	Company name of assigned party
Reference Type	Identifies the type of reference number used

Declaration

User is required to check several declaration before notification can be saved.


Exporter's Declaration*
A01
By appending the electronic signature of the registered textiles trader to this notification, I, for and on behalf of the registered textiles trader of this notification, hereby declare that I hold a valid business registration with the Business Registration Office of the Inland Revenue Department at the time of shipment of the subject consignment.
A02
Other Declarations:By appending the electronic signature of the registered textiles trader to this notification, I, for and on behalf of the registered textiles trader of this notification, hereby declare that the information given in the Special Declaration/ Statement is true and correct.
E01
By appending the electronic signature of the exporter to this notification, I, for and on behalf of the exporter of this notification, hereby make the following declarations:-(a) I declare that I am the exporter of the goods covered by this notification, and that I have read and understood, and agree to abide by the conditions of exemption as set out in the Textiles Trader Registration (TTR) Circular No. 6/98 'Textiles Trader Registration Scheme: Conditions of Exemption' and any subsequent updates issued by the Director-General of Trade and Industry (DGTI); and (b) I further declare that I have completed this notification according to the specified requirements for completing this type of notification as set out in the TTR Circular No. 12/2003 'Introduction of Electronic Service for Textiles Notifications' and any subsequent updates issued by DGTI, and that the information and particulars given herein are true and correct.
E03
By appending the electronic signature of the exporter to this notification, I, for and on behalf of the exporter of this notification, hereby declare that in respect of the goods covered by this notification, no principal manufacturing process has been carried out in Hong Kong on the goods above which would permit the issue of a Certificate of Hong Kong Origin in accordance with the specifications laid down by the Director-General of Trade and Industry.
E07
By appending the electronic signature of the exporter to this notification, I, for and on behalf of the exporter of this notification, hereby declare that the goods covered by this notification are piece-knitted garments, and that knitting of the knit-to-shape panels of these piece-knitted garments has been done outside Hong Kong.
E08
By appending the electronic signature of the exporter to this notification, I, for and on behalf of the exporter, hereby declare that the goods covered by this notification are returned cargo.
Special Declaration/Statement
Paper Supporting Document
The following paper document(s) will be submitted separately as (a) supporting document(s) of the notification :
Copy of Import Notification(s) (Textiles)
Copy of Import Licence(s) / Comprehensive Import Licence(s) (Textiles)
Copy of Special Import Licence(s)
Copy of Business Registration Certificate
Others as stated in the Supporting Document Remarks
Transport & C.O. Details
Supporting Doc.
Special Import Licence
Shipping Agent
Declaration

1. *Exporter's declarations sections are listed in Declaration tab page. Exporter must check declarations 'A01', 'E01' and 'E03'.*
2. *Special Declaration / Statement is mandatory field only if declaration code 'A02' is checked, otherwise, it should be disabled and contain no value.*
3. *Five Paper Supporting Documents are listed and optional to check. If 'Others' is checked, Remarks must be entered.*

Field	Details
Exporter's Declaration	Declaration Code of the exporter.
Exporter's Special Declaration / Statement	For special declaration/ statement when need arises. Bilingual field - Support Chinese Input if this ENII is not supported by a Form 8e.
Paper Supporting Document	To indicate the type of Supporting Documents that are required. Bilingual field - Support Chinese Input if Special Import License is NOT input

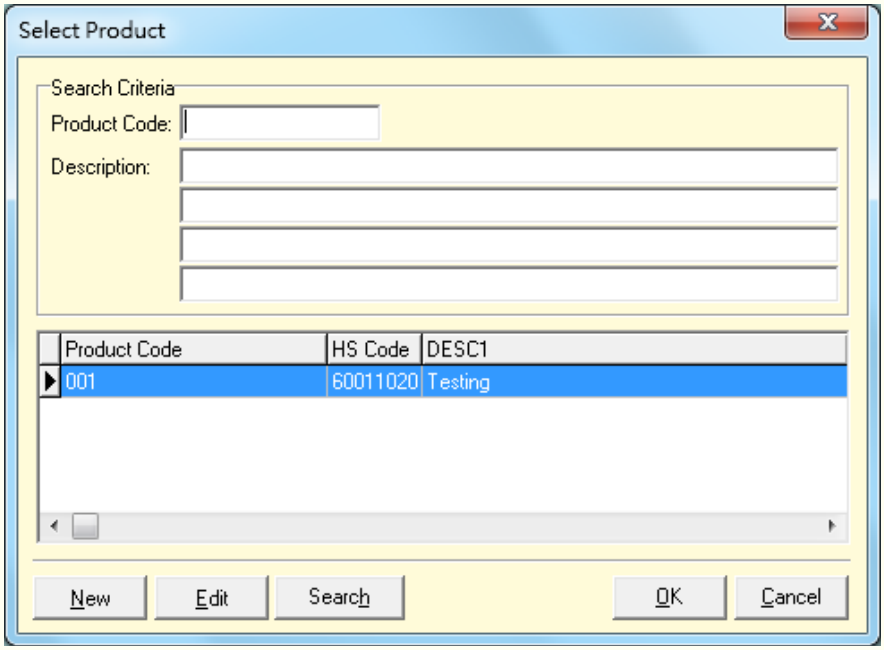
Goods Item Information

User must insert at least one goods item before notification can be saved.

1. *Click Insert Items button, user can insert the goods information with the following section.*

2. *User is able to click* *to select one pre-defined product profile.*

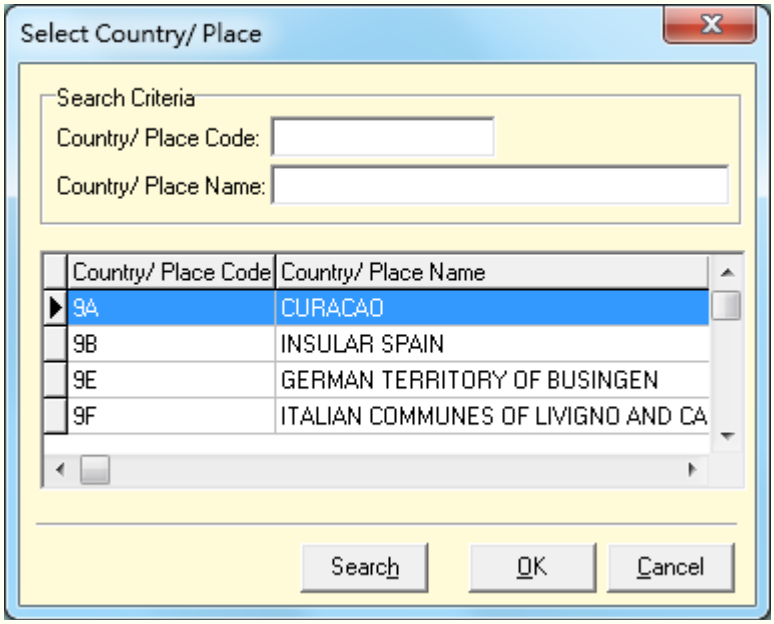
Tips



- User can use asterisk (*) for searching, it represents all unknown characters.
- After entered the searching criteria of Product Code and/or Description, user must press Search to start the search.
- Matched products are listed underneath; user can double click on the desired option to select.

3. *User is also able to manually input the details.*
4. *User can either manually input the Place of Origin or click* *to open the Country/ Place codes selection pop-up window and then select a desired one.*

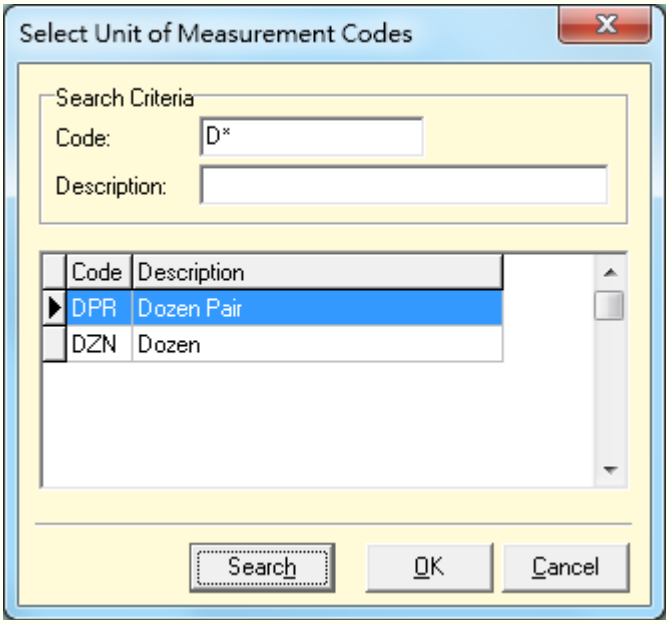
Tips



- User can use asterisk (*) for searching, it represents all unknown characters.
- After entered the searching criteria of Country/ Place Code and/or Country/ Place Name, user must press Search to start the search.
- Matched products are listed underneath; user can double click on the desired option to select.

5. *User can either manually input the Measure of Units or click* *to open the Unit of Measure Codes selection pop-up window and then select a desired one.*

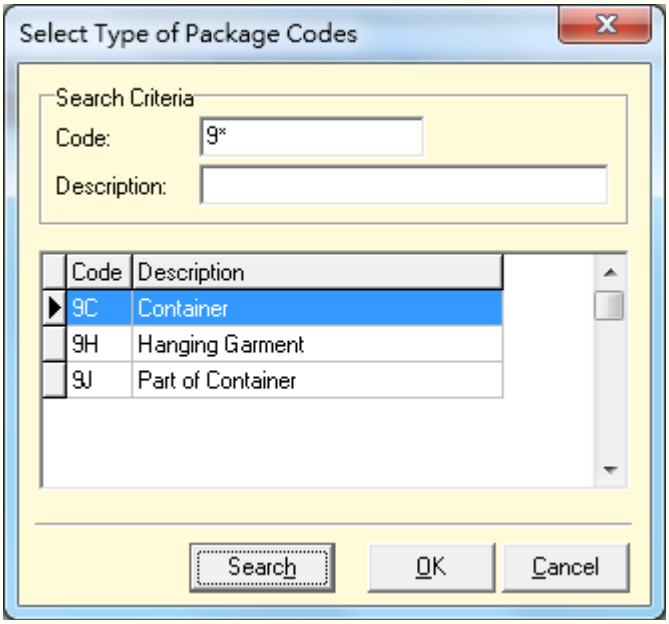
Tips



- User can use asterisk (*) for searching, it represents all unknown characters.
- After entered the searching criteria of Code and/or Description, user must press Search to start the search.
- Matched products are listed underneath; user can double click on the desired option to select.

6. *User can either manually input the Type of Packages or click to open the Type of Package Codes selection pop-up window and then select a desired one.*

Tips



- User can use asterisk (*) for searching, it represents all unknown characters.
- After entered the searching criteria of Code and/or Description, user must press to start the search.
- Matched products are listed underneath; user can double click on the desired option to select.

7. *Click 'OK' button to confirm the changes in Goods Item Details*

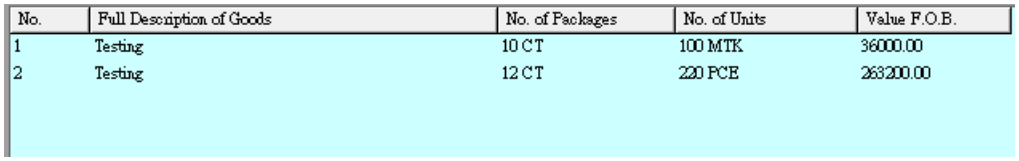
Tips

- Maximum 99 goods items can be inserted.
- User is able to delete a goods item by clicking Delete Items button.

Field	Details
Marks and Numbers	Mark(s) and number(s) First line must not be null. If no value is input, then 'No Marks'. is input by default. Bilingual field - Support Chinese Input if Special Import License is NOT input
Place of Origin	Place of Origin where the product originally come from
Origin Marking on Packages	Origin marking, if any, on packages. Bilingual field - Support Chinese Input if Special Import License is NOT input. If no value is input, value “NIL” is input by default.
Origin Marking on Goods	Origin Marking, if any, on the Goods Bilingual field - Support Chinese Input if Special Import License is NOT input. If no value is input, value “NIL” is input by default.
Hong Kong HS Code	To indicate the Hong Kong HS Code the goods belong to.
Full Description of Goods	Full Description of Goods First line must not be null. Bilingual field - Support Chinese Input if Special Import License is NOT input
No & Measure of Units	Number and Measure of units. If Unit of Measure is either DZN or DPR, Number of Unit will then be a number value with 2 decimal places. However, only 12 pre-defined decimal values are allowed, i.e. 0, 0.08, 0.17, 0.25, 0.33, 0.42, 0.50, 0.58, 0.67, 0.75, 0.83 0.92 where they represent 1 to 12 piece(s) per dozen/dozen pair respectively. If Unit of Measure is PCE, C62, PR or SET, Number of Unit must be integer. For all other Measure of Unit, (i.e. MTR, MTK, KGM), 2 decimal places is allowed for any Number of Unit.
No & Type of Packages	Number and Type of packages of the goods item.
Value F.O.B.	Free On Board. Trader term in which the price quoted by the trader does not include the costs of ocean transportation, but does include loading on board the vessel. Value F.O.B. should be in HK$. Value F.O.B. should be 0 if Number of Unit is 0 for Pre/Post Shipment Request for Amendment. However, value of “Total No. of Goods Item” and “Total Value F.O.B.” must be greater than 0. A 10% different limit for Post-shipment Request for Amendment is bounded with reference to last Tradelink Acknowledged Pre-shipment Amendment or Fresh Submission
Product Code	Code of product pre-defined in System Setup

Total No. of Goods Items & Total Value F.O.B.

All goods items inserted are listed under the tab pages. The "Total No. of Goods Items" and "Total Value F.O.B." are automatically calculated and displayed at the bottom by system.



No.	Full Description of Goods	No. of Packages	No. of Units	Value F.O.B.
1	Testing	10 CT	100 MTK	36000.00
2	Testing	12 CT	220 PCE	263200.00

Field	Details
Total Value F.O.B.	Total price quoted by the trader, which does not include the costs of ocean transportation, but does include loading on board the vessel. Total Value F.O.B. should be in HK$. Value of "Total No. of Goods Item" and "Total Value F.O.B." must be greater than 0.

CHAPTER 4: SAVE, EDIT, SIGN & SEND NOTIFICATION

4.1 SAVE NOTIFICATION

When user has completed a fresh notification, he can save it by clicking Save icon

. Then this notification is validated by system and error message (if any) is prompted for correction. This notification can be successfully saved and assigned with UTR by system after verification.

Tips

- Document saved can be printed by clicking Print icon

.
- Document opened can be closed by clicking Close icon

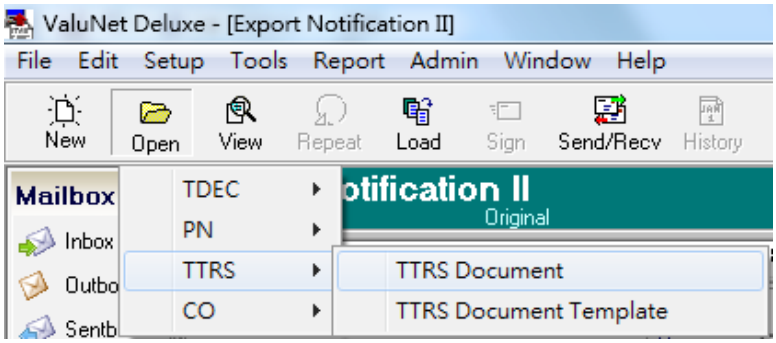
.
- Edition of document can be cancelled by clicking Cancel icon

.

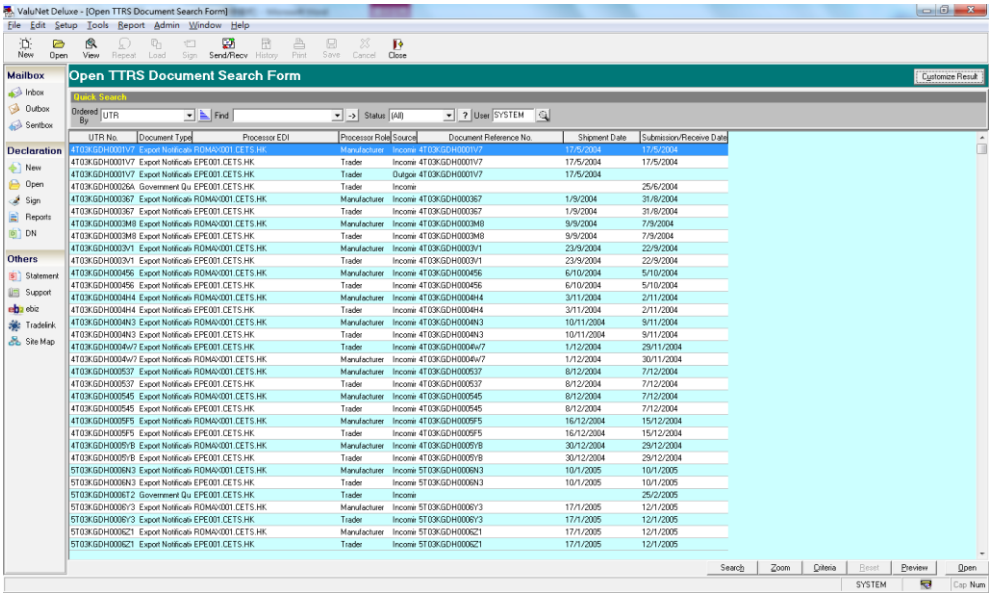
4.2 EDIT NOTIFICATION

User can at any time retrieve/ open the drafted notification and further edit that notification. User is required to save the notification after editing.

Drafted notification, request for cancellation and shipping agent assignment/withdrawal can be found via an Open Searching Form. User can simply click menubar File>Open>TTRS>TTRS Document or click Open icon.



4.3 OPEN SEARCHING FORM



This Searching Form has the following features:

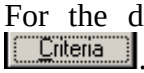
A) Quick search menubar

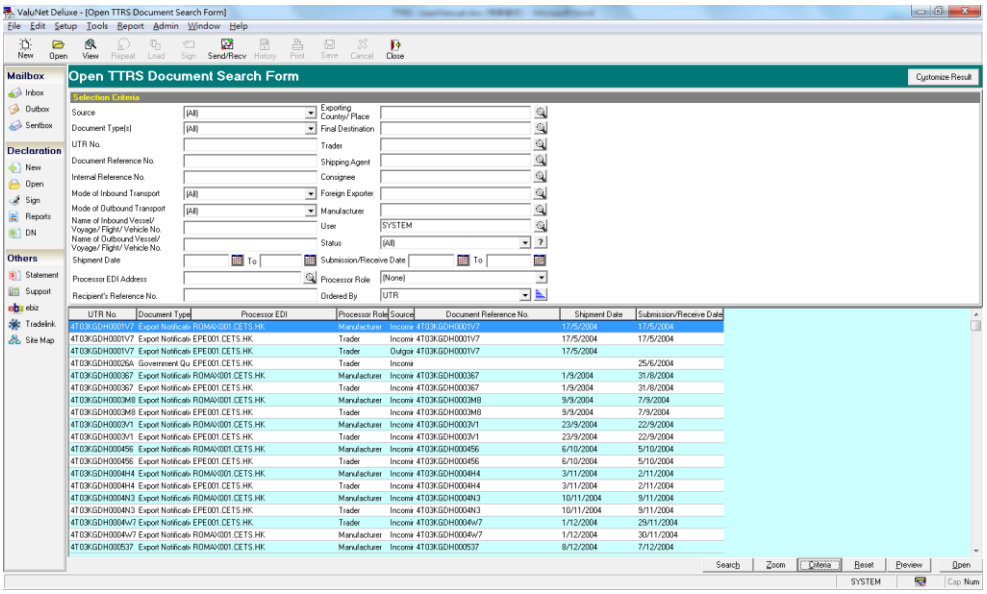
User can use Find and status to search the records

B) Filter, Reset, Zoom In

User is able to enter selection criteria to filter draft notifications listed and reset those selection criteria by clicking Reset button . In case too many notifications are listed, user can zoom in the notification list by clicking Zoom button . After entering the searching criteria, user must press to start the searching.

C) Criteria

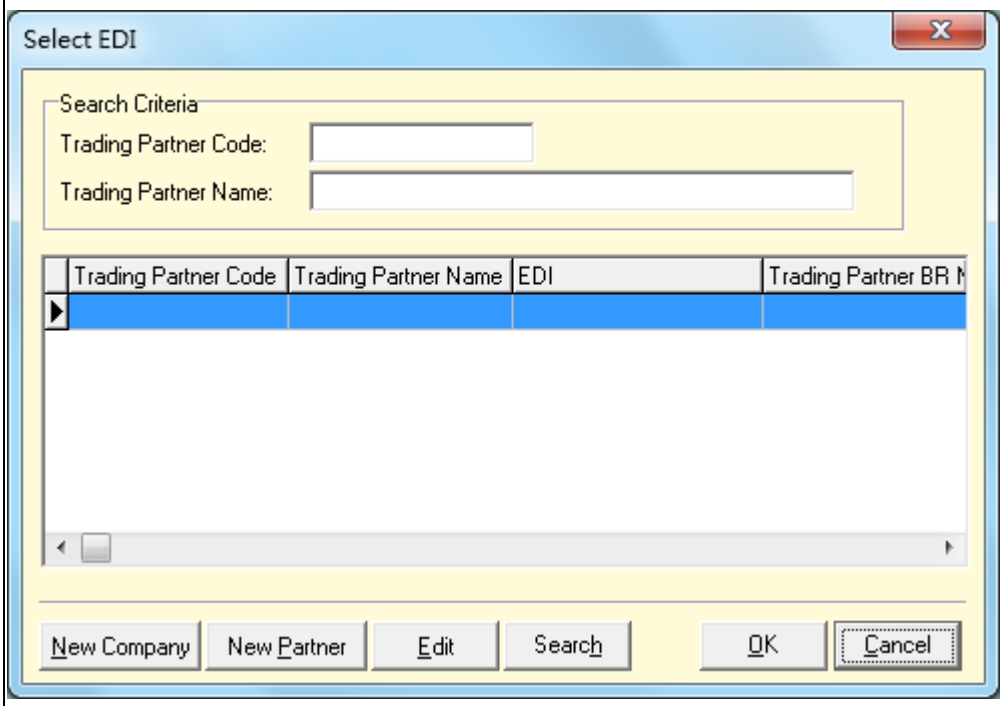
For the detail searching form, user can click the Criteria button  . The following screen will be displayed.

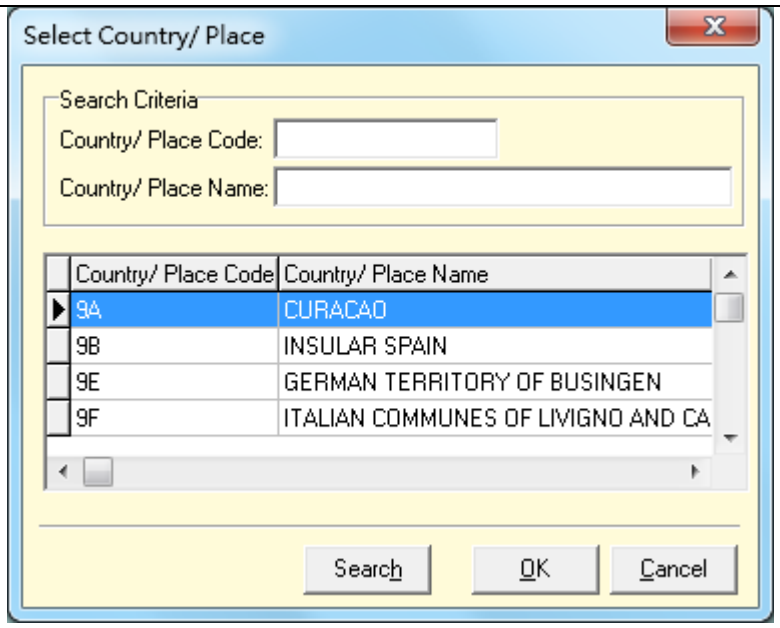
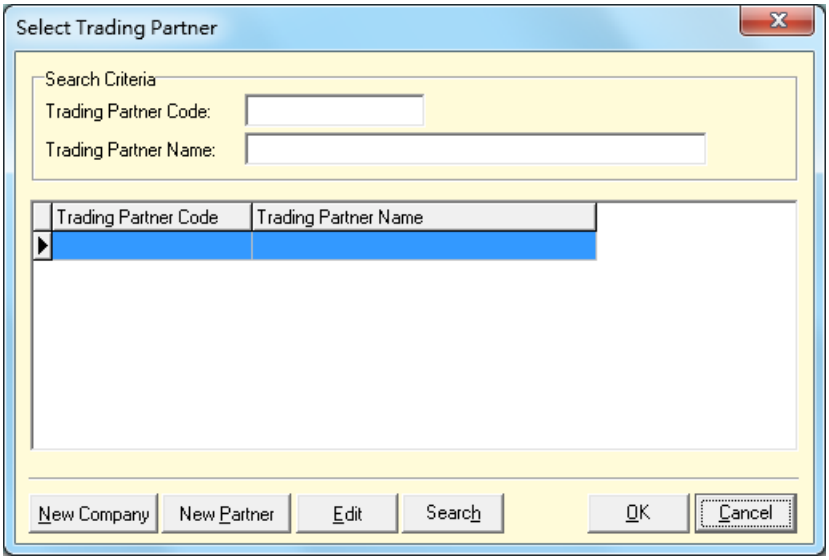


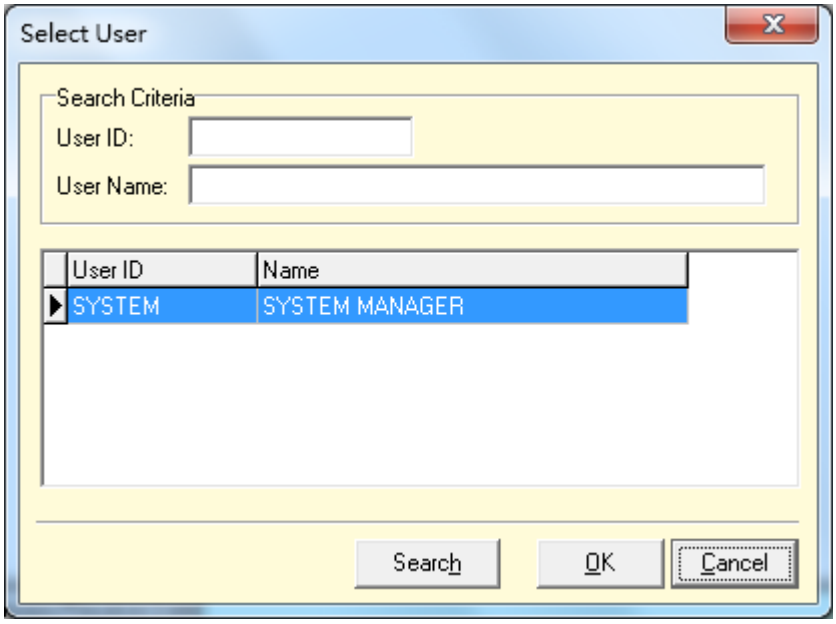
D) Selection Criteria

In the detail searching form, the set of searching criteria is dynamically disabled or enabled if user changes notification type. Each search criteria is further explained in details in the following table.

Criteria	Details
Source	User can select the source of notification by clicking pull down menu . The available options are: All, Incoming and Outgoing
Document Type	Import Notification is the default document type in Import Notification Searching Form.
UTR No.	It is a unique reference number assigned to the Textiles Notification at the time of creating the notification by the initiator.
Document Reference No.	Cancellation Reference Number or Shipping Agent Assignment Reference Number
Internal Reference No.	The internal reference number.
Mode of Inbound Transport	To indicate the mode of inbound transport being used. User can select a particular mode of inbound transport by clicking pull down menu . The available options are: Maritime (Ocean), Rail, Road, Air, Inland Water Transport (River), Others (by Post/Hand)
Mode of Outbound Transport	To indicate the mode of outbound transport being used. User can select a particular mode of outbound transport by clicking pull down menu . The available options are: Maritime (Ocean), Rail, Road, Air, Inland Water Transport (River), Others (by Post/Hand)
Name of Inbound Vessel / Voyage / Flight / Vehicle No.	The name or number of the vessel/ voyage/ flight/ vehicle used for the inbound shipment of the goods.
Name of Outbound Vessel / Voyage / Flight / Vehicle No.	The name or number of the vessel/ voyage/ flight/ vehicle used for the outbound shipment of the goods.

Shipment Date	Shipment date of notification should be in the format of (CCYYMMDD) User can click calendar icon to select the date.
Processor EDI Address	EDI Mailbox address of processor User can either input the Processor EDI or select from profile by clicking .  User is required to input a full or a partial Trading Partner Code/ Trading Partner Name with an asterisk (*) symbol and press Search. Then matched results are listed underneath. User can select the desired option and click OK button. Then the EDI address of the selected record will be automatically displayed in the field 'Processor EDI Address'.
Final Destination	Code of country/ place where the goods are exported. User can either input the country/ place code or select the code by clicking .

	 User is required to input a full or a partial country code/ name with an asterisk (*) symbol and press Search. Then matched results are listed underneath. User can select the desired option and click OK button. Then the selected country code will be automatically displayed in the field 'Final Destination'.
Exporting Country/ Place	Code of the exporting country/ place where the goods are imported from User can either input the country/ place code or select the code by clicking .
Trader	User can either input the trader code or select the code by clicking .  All company profile or trading partner profile pre-defined in the Setup are listed here. User is able to search one trader by inputting a full or a partial trader code/ name with an asterisk (*) symbol and press Search. Then matched results are listed underneath. User can select the desired option and click OK button. Then the selected trader name will be automatically displayed in the field 'Trader'.
Shipping Agent	User can either input the shipping agent name or select the code by clicking .

Consignee	User can either input the consignee name or select the code by clicking .
Foreign Exporter	User can either input the foreign exporter name or select the code by clicking .
Manufacturer	User can either input the manufacturer name or select the code by clicking .
User	User can either input the user ID or select the user by clicking .  User is required to input a full or a partial user ID / name with an asterisk (*) symbol and press Search. Then matched results are listed underneath. User can select the desired option and click OK button. Then the selected user name will be automatically displayed in the field 'User'.
Status	To indicate the status of notification User can select a status by clicking pull down menu . The available options are: All, Prepared, Queued for Sending, Sent, Application Error, Delivered, Approved, Queried, Rejected, Cancelled, Disregarded and Received.
Submission / Receive Date	Submission or Receive Date of the notification should be in the format of (CCYYMMDD) User can click calendar icon to select the date.
Processor Role	Role of the processor: The available options are: Trader, Manufacturer, Shipping Agent, Inbound Forwarder, Inbound Shipping Agent, Outbound Forwarder, Outbound Shipping Agent and Copy Agent
Recipient's Reference Number	The recipient internal reference number.

Tips

- Wildcard searching is enabled in this system. User can use asterisk (*) for searching, it represents all unknown characters. For example: input "9*" in the 'Country/ place Code' field, all country code begins with character '9' will show up for selection.

E) Open Notification

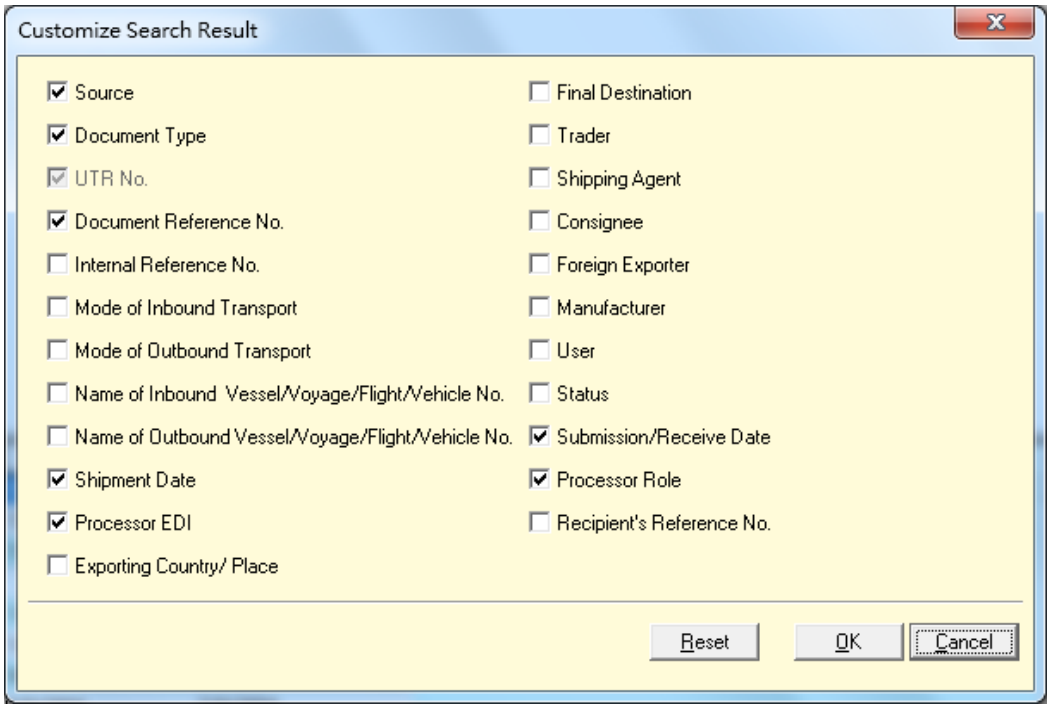
To open a notification, user can either double click that notification or highlight it and click Open button Open. Notification is opened with corresponding processing buttons and view buttons depending on user platform and message status.

F) Preview Notification

User can highlight and preview the notification by clicking Preview button Preview.

G) Customize Notification List

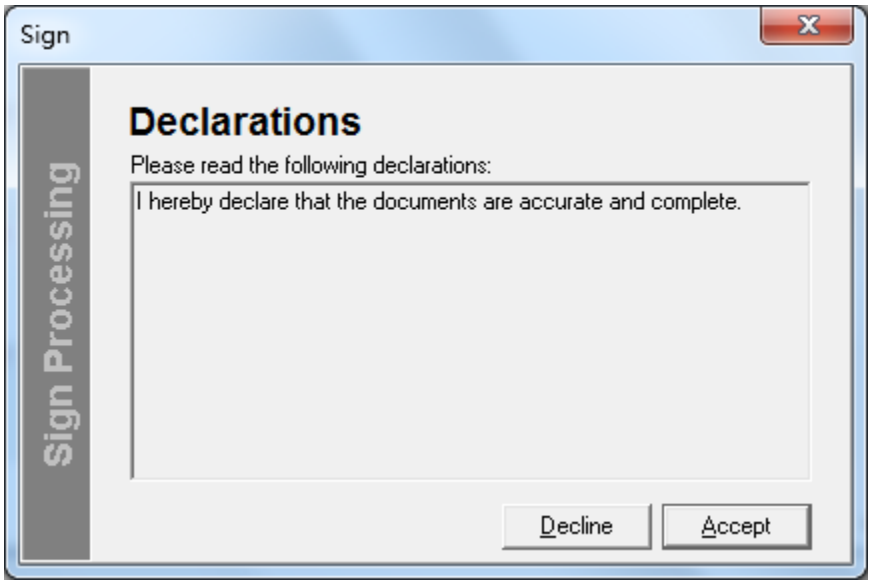
User is able to customize notification list by clicking Customize Result button Customize Result. Those fields are checked are those column headings shown in the notification list.



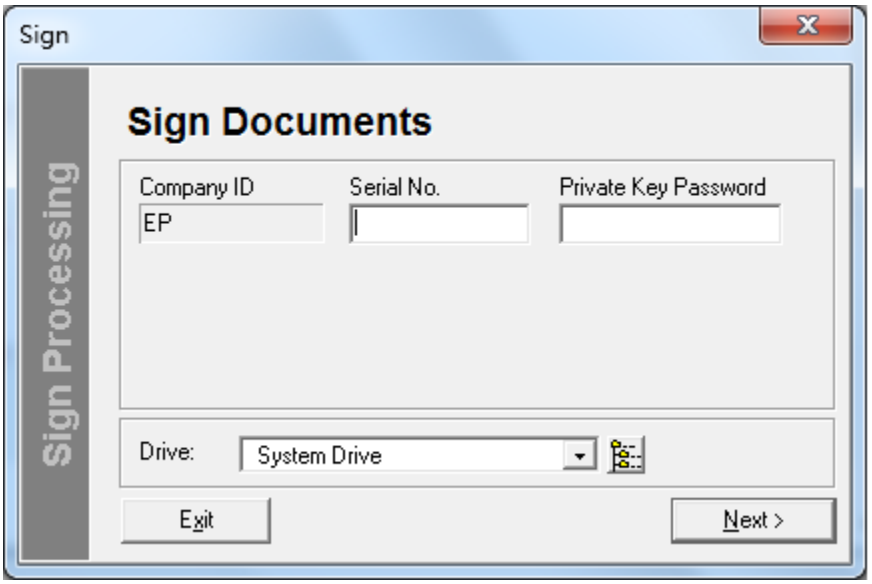
4.4 SIGN NOTIFICATION

When a notification is ready for sign, user can open that notification and then click Sign icon

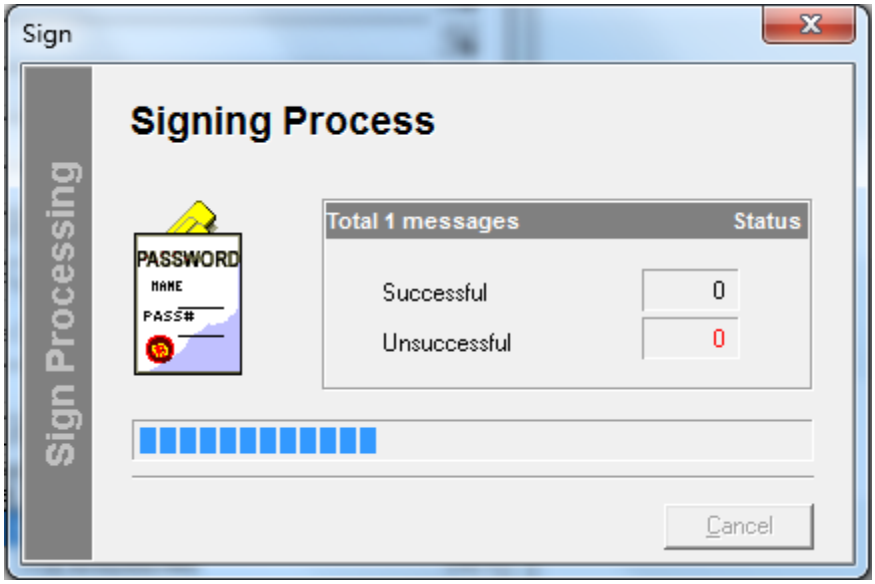
to open the following screen.



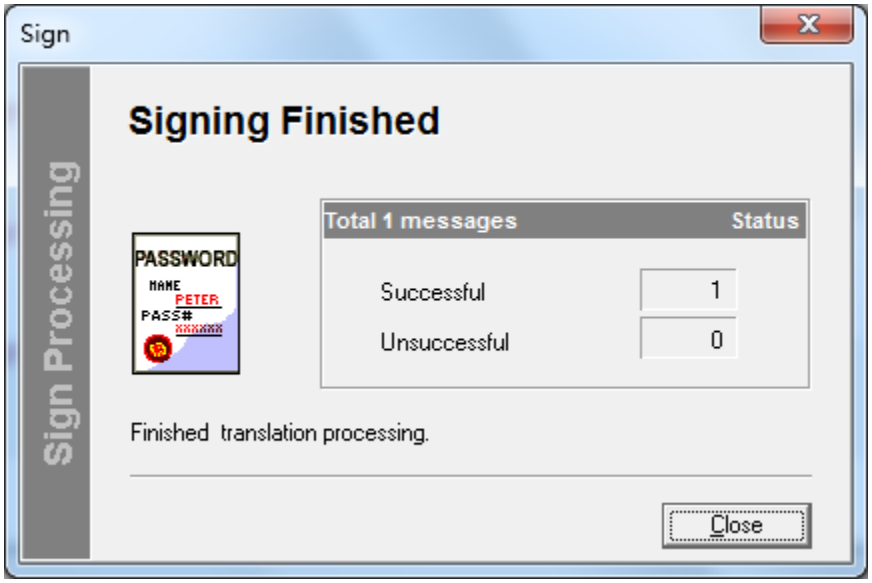
User is required to click Accept to go forward.



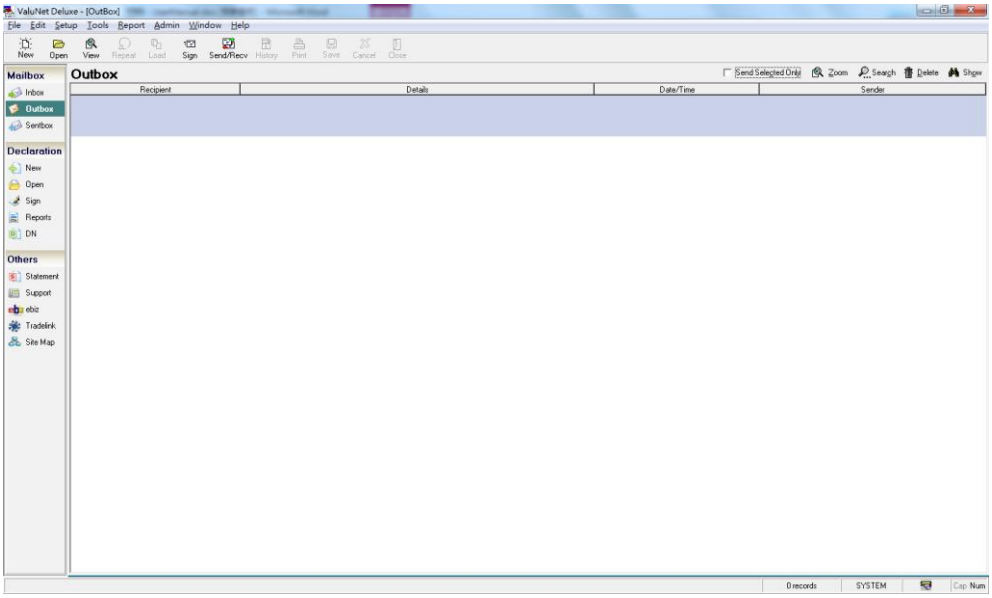
User is required enter the serial no. and password (provided by Tradelink) and then click Next button to process.



User has to wait for a moment to let system to verify the signing key.

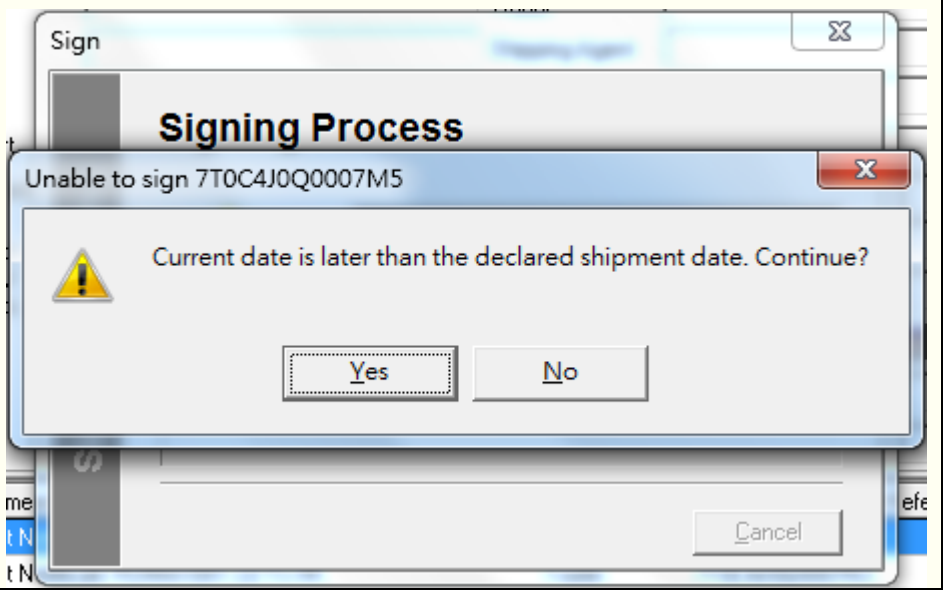


If signature is successfully verified, confirmation message is prompted.
And this notification appears in Outbox and is queued for sending.



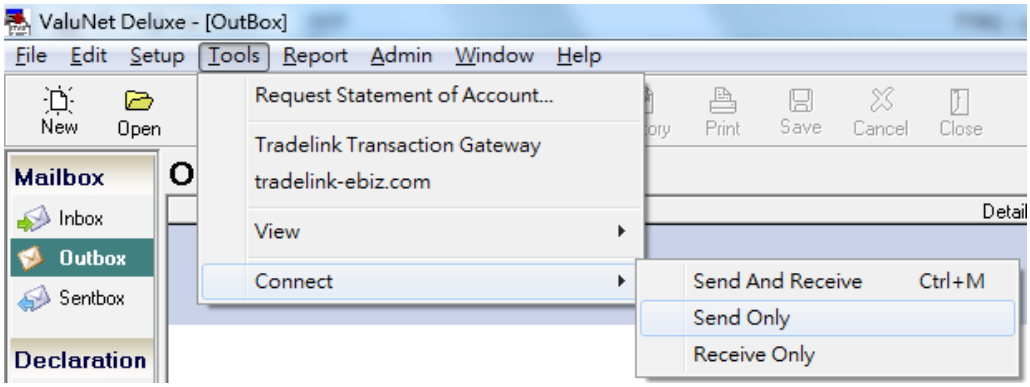
Tips

- Apart from signing of a single notification, user can also sign a batch of notifications. (Please refer to section 2.3 for details)
- If signing date is later than the declared shipment date stated in fresh notification, warning message pops up.

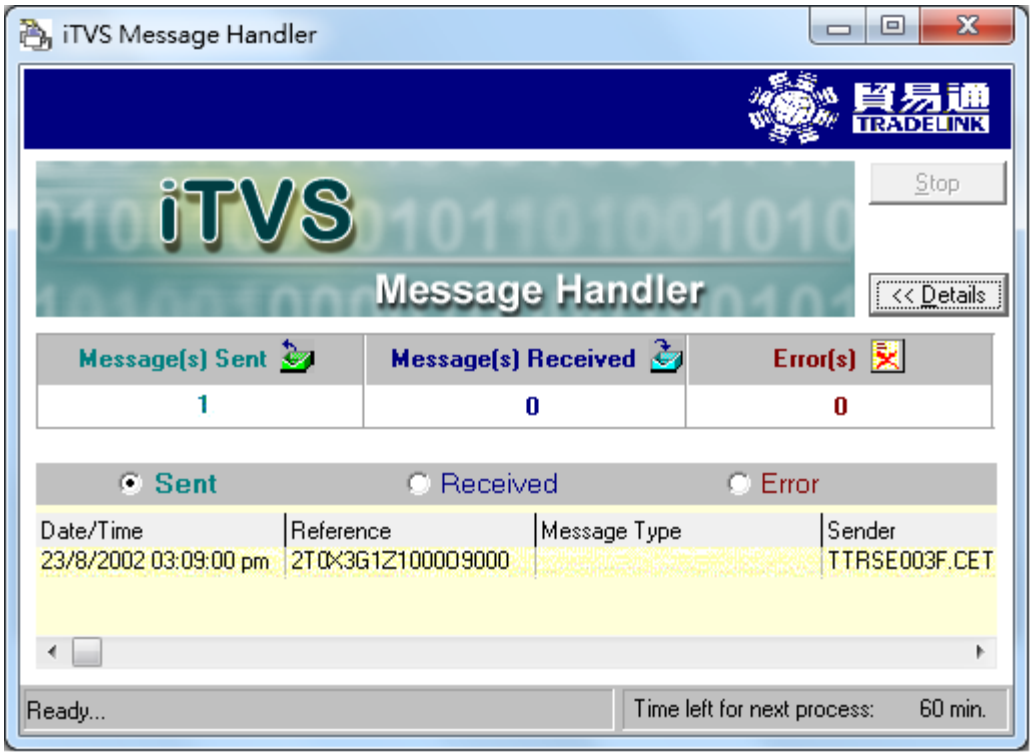


4.5 SEND NOTIFICATION

To send a notification, user can click menubar Tools>Connect>Send Only.



Then message handler will process the sending automatically.



Then notification sent out appears in Sentbox without processing buttons until receipt of Acknowledgement or Application Error.

To receive incoming message, user can click menubar Tools>Connect>Receive Only.

Tips

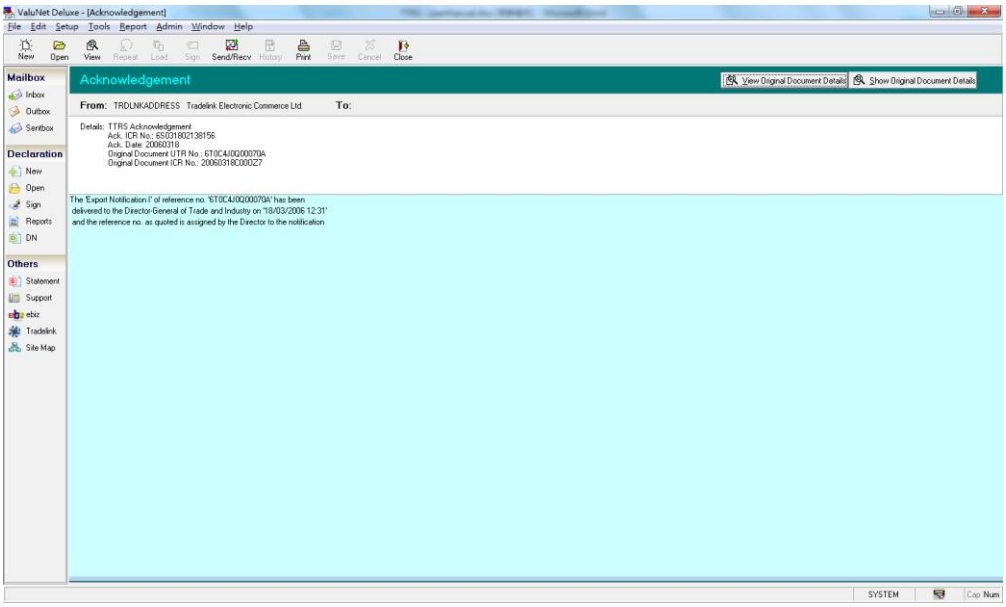
- After the successful sending of notification, Tradelink would send a copy of notification to the assigned shipping agent.
- The copy of notification has Assign button for that shipping agent to further assign another new shipping agent.

CHAPTER 5: RECEIVE ACKNOWLEDGEMENT / APPLICATION ERROR

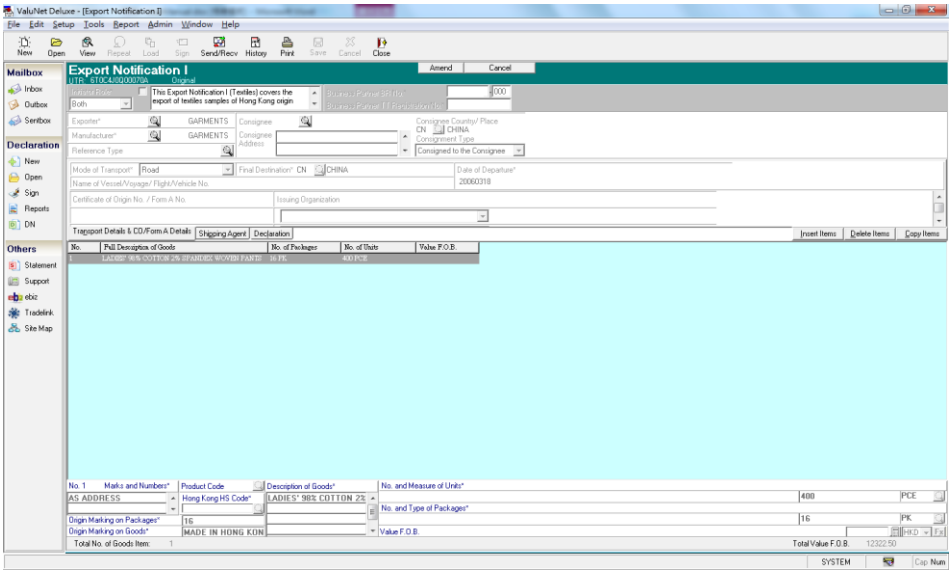
5.1 ACKNOWLEDGEMENT

Those messages that are sent successfully would receive Acknowledgement. Processing buttons (Amend or Cancel) are enabled in the notification only after receipt of Acknowledgement. Then user can either amend or cancel the notification.

Below is a sample of Acknowledgement with two buttons. (View Original Document Details and Show Original Document Details)



Below is a sample of Notification opened after receipt of Acknowledgement. This notification can be opened via Show Original Document Details button or Open Searching Form.



User can click Amend or Cancel button to amend/cancel the notification. (Please refer to chapter 6 & 7 for details)

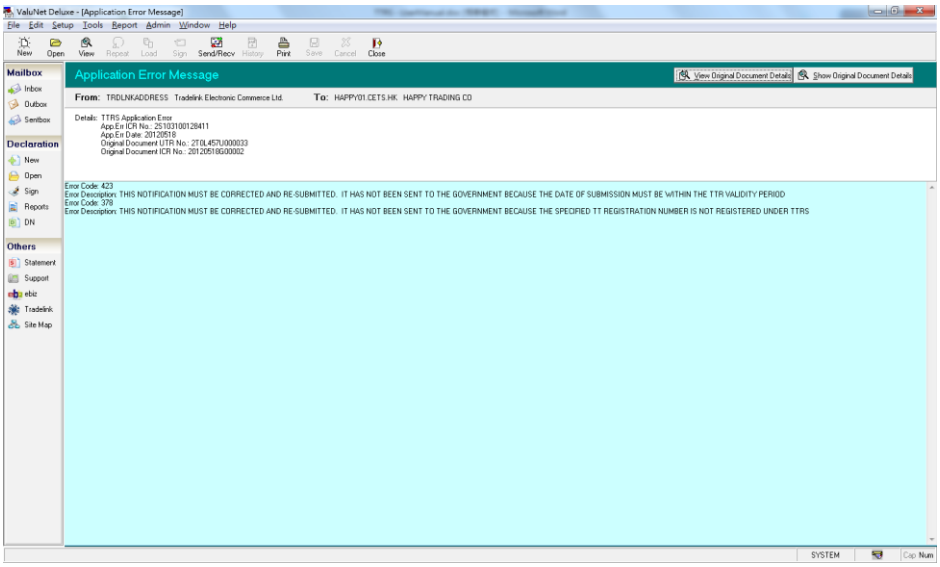
Tips

- View Original Document Details button show the notification being referred that is read-only.
- Show Original Document Details button show the latest version of the notification with or without processing buttons, depending on the current status.

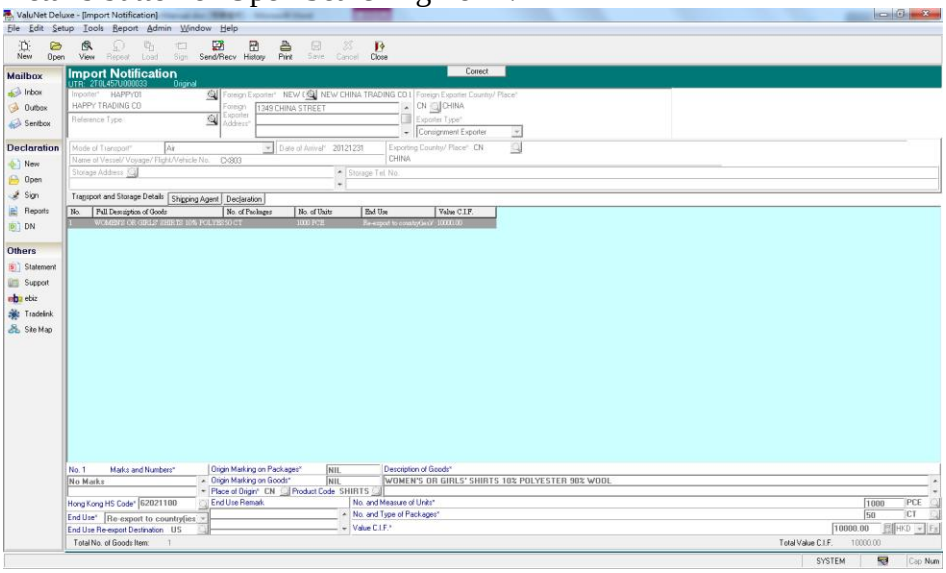
5.2 APPLICATION ERROR

Those messages that are sent un-successfully would receive Application Error. Processing button (Correct) is enabled in the message only after receipt of Application Error. Then user can correct the message and then sign and send again.

Below is a sample of Application Error with error description shown underneath as well as two buttons. (View Original Document Details and Show Original Document Details)


ValuNet Deluxe - [Application Error Message]
Application Error Message
View Original Document Details
Show Original Document Details

Below is a sample of Notification opened after receipt of Application Error. This notification can be opened via Show Original Document Details button or Open Searching Form.



User can click Correct button to amend the notification according to the error description and then save, sign and send again.

Tips

- User can refer to the error description for correction
- View Original Document Details button show the notification being referred that is read-only.
- Show Original Document Details button show the latest version of the notification with or without processing buttons, depending on the current status.

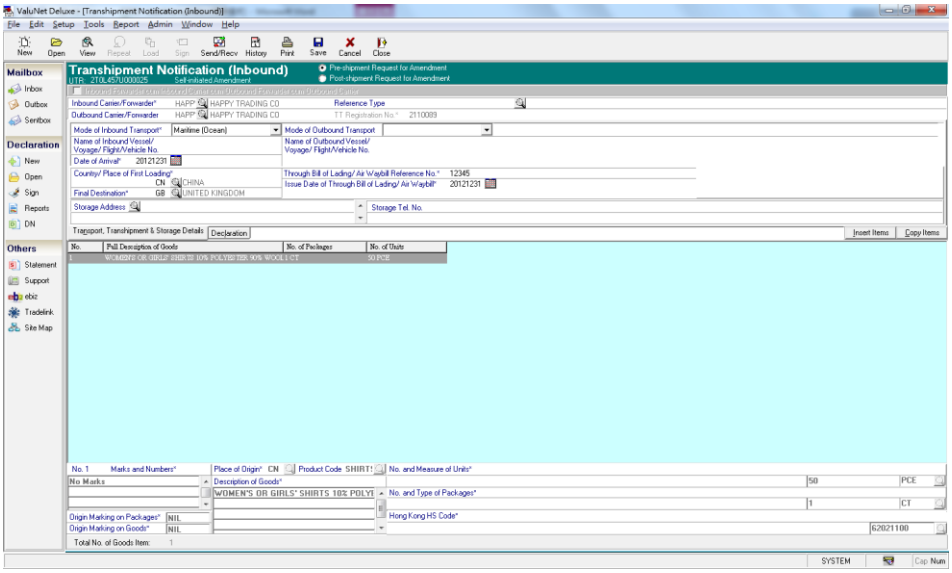
CHAPTER 6: CREATE AMENDMENT

6.1 SELF-INITIATED PRE-SHIPMENT AMENDMENT

Notification that receives Acknowledgement has Amend button to create self-initiated amendment.

The followings are the procedures for preparing a self-initiated pre-shipment amendment.

1. *Open notification sent with Acknowledgement.*
2. *On-click the Amend button will open a self-initiated amendment.*



3. *Select 'Pre-shipment Request for Amendment' radio button for this amendment.*
4. *Edit the data fields.*
5. *Save, Sign and Send this amendment.*

Tips

Pre-shipment amendment is not allowed to create under the following conditions:
- Post-shipment amendment exists before.
- Notification is cancelled.
- Change request is undergoing (e.g. Change of Shipping Agent)
- Declared shipment date (as stated in notification) is earlier than current date.
- Government Query is received.

The entity 'Business Partner' and the entity 'Shipping Agent' are disabled in amendment.

Pre-shipment amendment does not need government's approval. It is accepted after receipt of Acknowledgement.

For all notifications:
- Prepared amendment is disregarded by system in case government query is received before the prepared amendment is sent out. The data value of prepared amendment will be inherited to post-shipment amendment in response to query.

For ENI (not both role):
- ENI amendment require reprocessing and double signing.
- Prepared amendment 1 (by one party) is disregarded by system in case amendment 2 (by another party) is received before the prepared amendment 1 is sent out. The data value of prepared amendment 1 will be inherited when reprocessing amendment 2.

Common information includes both free text fields and non-free text fields.
- Free text fields: Inbound Carrier/Forwarder Company Name, Marks and Numbers, Origin Marking on Packages, Full Description of Goods, Origin Marking on Goods, Name of Inbound Vessel/Voyage/Flight/Vehicle Number and Name of Outbound Vessel/Voyage/Flight/Vehicle No.
- Non-free text fields: Number of Packages, Types of Packages, Place of Origin, Number of Units, Measures of Units, Mode of Inbound Transport, Date of Arrival, Final Destination, Country/ Place of First Loading, Through Bill of Lading/Air Waybill Reference Number, Issue Date of Through Bill of Lading/Air Waybill and Mode of Outbound Transport.

Tips

The following fields are not amendable:

Import Notification (IN)
- Importer EDI Address, Importer BR No., Importer TT Registration No.
- No. of Goods Items cannot be reduced.

Export Notification I (ENI)
- Initiator Role.
- Manufacturer EDI Address, Manufacturer BR No., Manufacturer TT Registration No.
- Exporter EDI Address, Exporter BR No., Exporter TT Registration No.
- No. of Goods Items cannot be reduced.

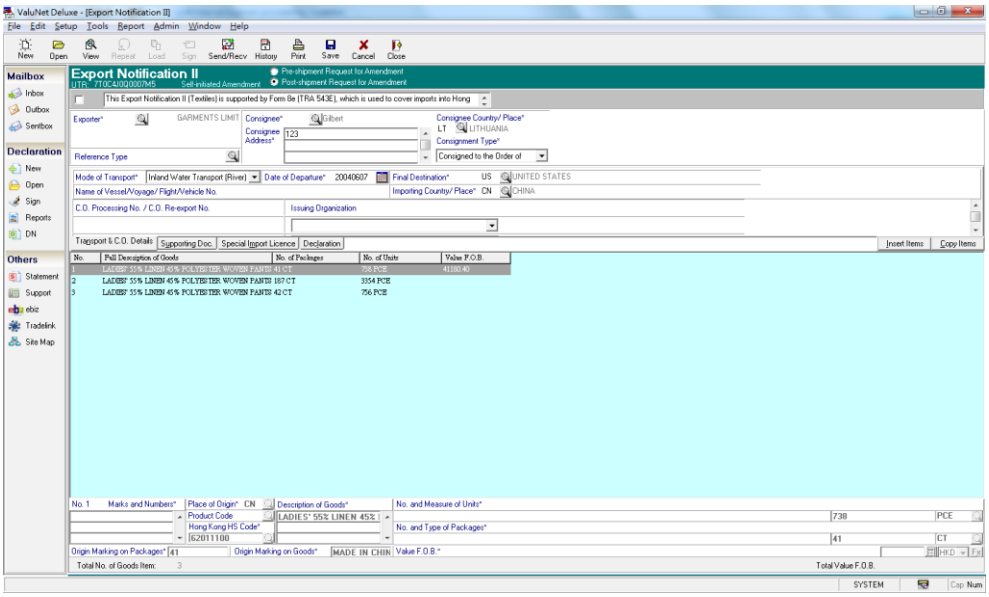
Export Notification II (ENII)
- Exporter EDI Address, Exporter BR No., Exporter TT Registration No.
- No. of Goods Items cannot be reduced.

6.2 SELF-INITIATED POST-SHIPMENT AMENDMENT

Notification that receives Acknowledgement has Amend button to create self-initiated amendment.

The followings are the procedures for preparing a self-initiated post-shipment amendment.

1. *Open notification sent with Acknowledgement.*
2. *On-click the Amend button will open a self-initiated amendment.*



3. *Select 'Post-shipment Request for Amendment' radio button for this amendment.*
4. *Edit the data fields.*
5. *Save, Sign and Send this amendment.*

Tips

Post-shipment amendment is not allowed to create under the following conditions:

- Notification is cancelled.
- Change request is undergoing (e.g. Change of Shipping Agent)
- The previous Post-shipment RFA is still pending for Government response message of Acceptance of Request, Rejection of Request or Government Query. (i.e. Trader cannot perform the further RFA until receive any of the Government response message mentioned above for the previous post-shipment request)

The entity 'Business Partner' and the entity 'Shipping Agent' are disabled in amendment.

Each notification contains some fields that are not amendable. (Please refer to section 6.1)

Post-shipment amendment will block user from processing notification, except shipping agent assignment/withdrawal, until the receipt of government response message. (e.g. Acceptance of Request, Rejection of Request or Government Query)

For all notifications:

- Prepared amendment is disregarded by system in case government query is received before the prepared amendment is sent out. The data value of prepared amendment will be inherited to post-shipment amendment in response to query.

For ENI (not both role):

- ENI amendment require reprocessing and double signing.
- Prepared amendment 1 (by one party) is disregarded by system in case amendment 2 (by another party) is received before the prepared amendment 1 is sent out. The data value of prepared amendment 1 will be inherited when reprocessing amendment 2.

Tips

The following fields are not amendable:
Import Notification (IN)
- Importer EDI Address, Importer BR No., Importer TT Registration No.
- Number of Units cannot be amended exceed 10% of latest Acknowledged Pre-shipment Request for Amendment or Fresh Submission for each line item unless there is a change in unit of measure.
- Goods line items cannot be added/reduced.

Export Notification I (ENI)
- Initiator Role (if Both role is selected in fresh submission)
- Manufacturer EDI Address, Manufacturer BR No., Manufacturer TT Registration No.
- Exporter EDI Address, Exporter BR No., Exporter TT Registration No.
- Number of Units cannot be amended exceed 10% of latest Acknowledged Pre-shipment Request for Amendment or Fresh Submission for each line item unless there is a change in unit of measure.
- Goods line items cannot be added/reduced.

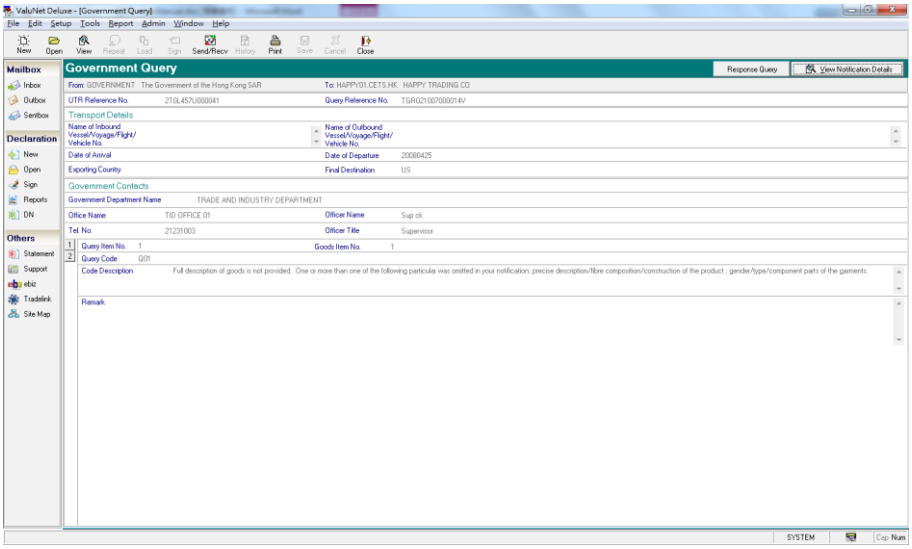
Export Notification II (ENII)
- Exporter EDI Address, Exporter BR No., Exporter TT Registration No.
- Number of Units cannot be amended exceed 10% of latest Acknowledged Pre-shipment Request for Amendment or Fresh Submission for each line item unless there is a change in unit of measure.
- Goods line items cannot be added/reduced.

6.3 Post-Shipment Amendment In Response To Query

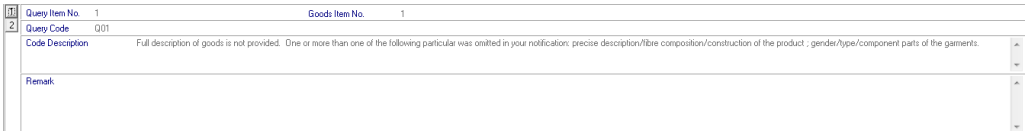
User can respond to a government query by issuing a post-shipment amendment in response to query.

The followings are the procedures for preparing a post-shipment amendment in response to query.

1. *Open Inbox government query*



2. *On-click the Query Response button will open a post-shipment amendment in response to query.*
3. *Under the Query Response tab page, the Query Reference No., Query Item No. and Query Content will be shown.*


Query Item No. 1
Goods Item No. 1
Query Code Q01
Code Description
Full description of goods is not provided. One or more than one of the following particular was omitted in your notification: precise description/fibre composition/construction of the product ; gender/type/component parts of the garments.
Remark

Field	Details
Query Reference Number	Reference number generated from the corresponding Query. It contains the Query Reference Number that this Notification is replying to.
Query Item Number	Corresponding to the query quoted in 0540 Query Reference Number, this field contains the item number of the particular query responding to.
Query Content	Query code quoted in government query.

4. *Save, Sign and Send this amendment.*

Tips

Post-shipment Amendment in Response to Query is not allowed to be created under the following conditions:

- No Government Query received from Government for the Pre/Post-shipment Amendment.
- Government Query received from Government for a Pre/Post-shipment Cancellation.
- Change request is undergoing. (e.g. Change of Shipping Agent)

The notification being queried does not have Amend button.

One additional entity ‘Query Response’ is enabled in post-shipment amendment in response to query.

The entity ‘Business Partner’ and the entity ‘Shipping Agent’ are disabled in amendment.

Each notification contains some fields that are not amendable. (Please refer to section 6.1)

Post-shipment amendment will block user from processing notification, except shipping agent assignment/withdrawal, until the receipt of government response.

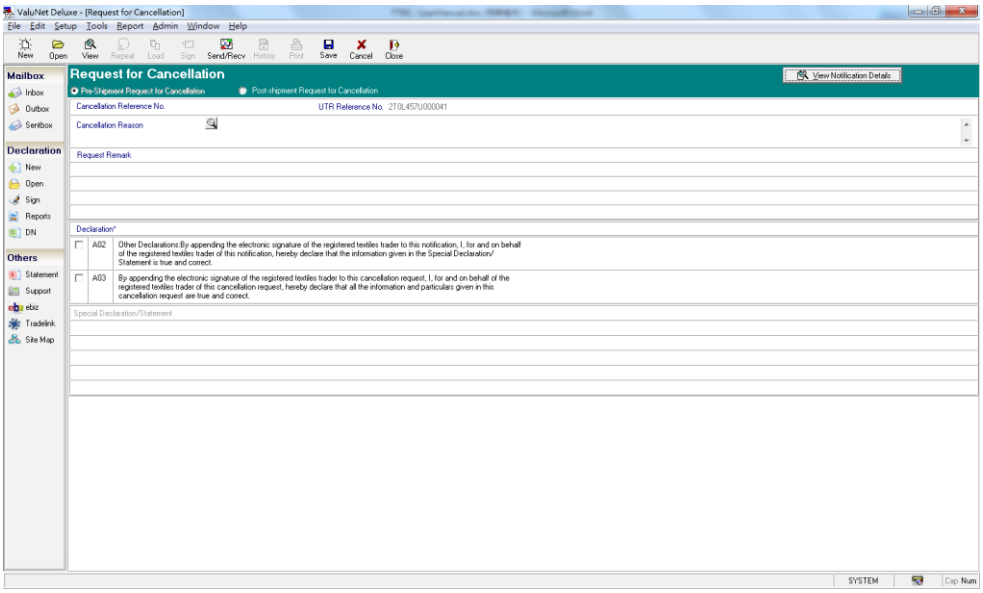
CHAPTER 7: CREATE CANCELLATION

7.1 PRE-SHIPMENT CANCELLATION

Notification that receives Acknowledgement has Cancel button to create cancellation.

The followings are the procedures for preparing a pre-shipment cancellation.

1. *Open notification sent with Acknowledgement.*
2. *On-click the Cancel button will open a cancellation.*


ValuNet Deluxe - [Request for Cancellation]
File Edit Setup Tools Report Admin Window Help
New Open View Repeat Load Sign Send/Recv History Print Save Cancel Close
Mailbox
Inbox
Outbox
Sentbox
Declaration
New
Open
Sign
Reports
DN
Others
Statement
Support
ebiz
Tradelink
Site Map
Request for Cancellation
View Notification Details
Pre-Shipment Request for Cancellation
Post-shipment Request for Cancellation
Cancellation Reference No.
UTR Reference No. 2T0L457U000041
Cancellation Reason
Request Remark
Declaration*
A02
Other Declarations: By appending the electronic signature of the registered textiles trader to this notification, I, for and on behalf of the registered textiles trader of this notification, hereby declare that the information given in the Special Declaration/ Statement is true and correct.
A03
By appending the electronic signature of the registered textiles trader to this cancellation request, I, for and on behalf of the registered textiles trader of this cancellation request, hereby declare that all the information and particulars given in this cancellation request are true and correct.
Special Declaration/Statement
SYSTEM
Cap Num

3. *Select pre-shipment radio button for this cancellation.*
4. *Check the Cancellation Declaration code and fill in Special Declaration/Statement (if necessary).*

Field	Details
Cancellation Reference No	The reference number of the Cancellation Request allotted at the time Request for Cancellation message is sent.
UTR Reference No	It is a unique reference number assigned to the Textiles Notification at the time of creating the notification by the initiator.
Cancellation Reason	The reason for the Request for Cancellation It is disabled for pre-shipment cancellation.
Request Remark	Request Remark It is disabled for pre-shipment cancellation.
Declaration	Declaration Code of the sender.
Special Declaration/Statement	Should be entered if declaration code "A02" is clicked, otherwise, it is disabled and contains no value.

5. *Save, Sign and Send this cancellation.*

Tips

User can click View Notification Details button to open read-only notification being cancelled.

Pre-shipment cancellation is not allowed to create under the following conditions:

- Post-shipment amendment exists before.
- Notification was cancelled (i.e. A previous Pre-shipment RFC was accepted after receipt of Acknowledgement).
- Change request is undergoing (e.g. Change of Shipping Agent, Post-shipment Amendment/Cancellation).
- Government Query is received.
- Declared shipment date (as stated in notification) is earlier than current date.

Pre-shipment cancellation does not need government's approval. It is accepted after receipt of Acknowledgement.

Government will only query the Pre-shipment RFC, no Acceptance of Request or Rejection of Request will be sent to respond a Pre-shipment RFC.

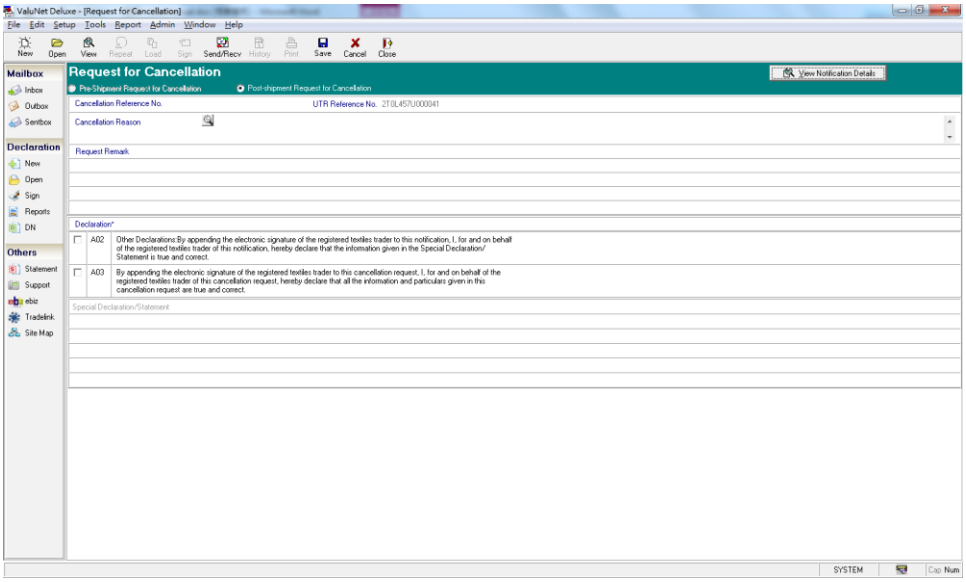
ENI cancellation can only be initiated by exporter and does not involve the participation of manufacturer.

7.2 POST-SHIPMENT CANCELLATION

Notification that receives Acknowledgement has Cancel button to create cancellation.

The followings are the procedures for preparing a post-shipment cancellation.

1. *Open notification sent with Acknowledgement.*
2. *On-click the Cancel button will open a cancellation.*


ValuNet Deluxe - [Request for Cancellation]
File Edit Setup Tools Report Admin Window Help
New Open View Repeat Load Sign Send/Recv History Print Save Cancel Close
Mailbox
Inbox
Outbox
Sentbox
Declaration
New
Open
Sign
Reports
DN
Others
Statement
Support
ebiz
Tradelink
Site Map
Request for Cancellation
View Notification Details
Pre-Shipment Request for Cancellation
Post-shipment Request for Cancellation
Cancellation Reference No.
UTR Reference No. 2T0L457U000041
Cancellation Reason
Request Remark
Declaration*
A02
Other Declarations By appending the electronic signature of the registered textiles trader to this notification, I, for and on behalf of the registered textiles trader of this notification, hereby declare that the information given in the Special Declaration/ Statement is true and correct.
A03
By appending the electronic signature of the registered textiles trader to this cancellation request, I, for and on behalf of the registered textiles trader of this cancellation request, hereby declare that all the information and particulars given in this cancellation request are true and correct.
Special Declaration/Statement
SYSTEM
Cap Num

3. *Select post-shipment radio button for this cancellation.*
4. *Fill in the following data fields – Cancellation Reason and Request Remark.*
5. *Check the Cancellation Declaration Code and fill in Special Declaration/Statement (if necessary).*

Field	Details
Cancellation Reference No	The reference number of the Cancellation Request allotted at the time Request for Cancellation message is sent.
UTR Reference No	It is a unique reference number assigned to the Textiles Notification at the time of creating the notification by the initiator.
Cancellation Reason	The reason for the Request for Cancellation: “301” and “HD3” It is enabled only for post-shipment cancellation.
Request Remark	Request Remark. It is enabled only for post-shipment cancellation.
Declaration	Declaration Code of the sender.
Special Declaration/Statement	Should be entered if declaration code “A02” is clicked, otherwise, it is disabled and contains no value.

6. *Save, Sign and Send this cancellation.*

Tips

Post-shipment Cancellation is not allowed to create under the following conditions:

- Change request is undergoing. (e.g. Change of Shipping Agent, Post-shipment Amendment/Cancellation)
- Government has sent a response message of Acceptance of Request to the previous Post-shipment RFC. (i.e. Government has accepted the cancellation)
- Notification was cancelled. (e.g. A pre-shipment RFC has been accepted after receipt of Acknowledgement).

User can click View Notification Details button to open read-only notification being cancelled.

Government will only sent response message of Acceptance of Request or Government Query for a Post-shipment RFC.

Government Query to Cancellation must be responded by issuing Post-shipment Cancellation.

ENI cancellation can only be initiated by Exporter and does not involve the participation of Manufacturer.

Post-shipment cancellation will block user from processing notification, except shipping agent assignment/withdrawal, until the receipt of government response of Government Query.

CHAPTER 8: SHIPPING AGENT ASSIGNMENT / WITHDRAWAL

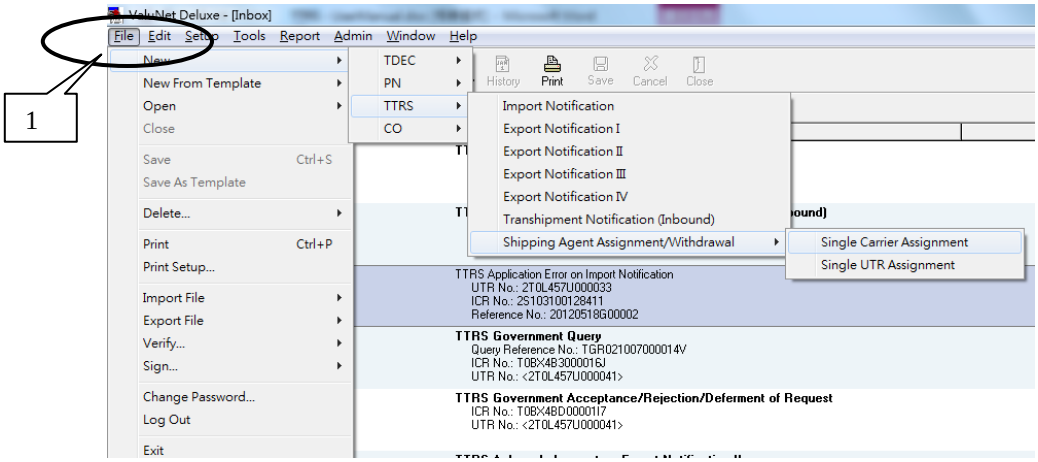
8.1 SHIPPING AGENT ASSIGNMENT

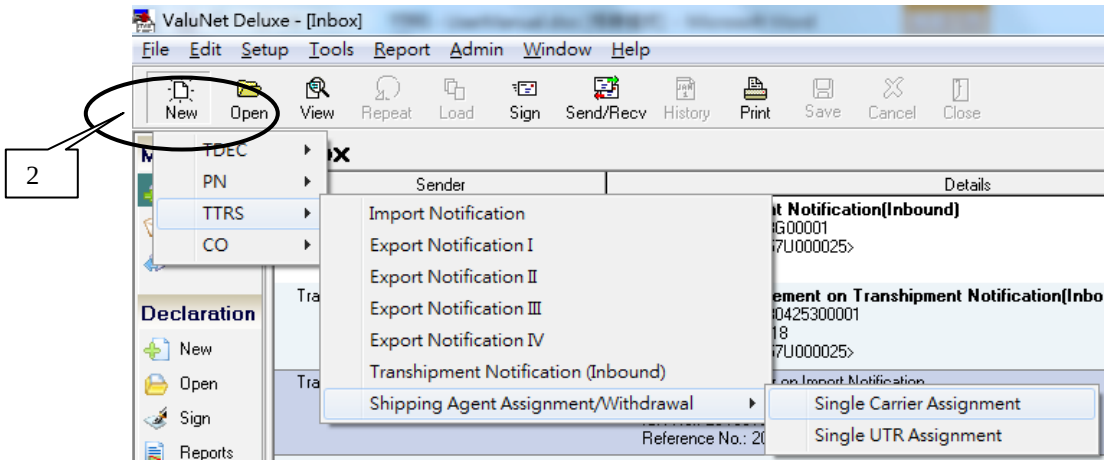
User can assign shipping agent for those fresh notifications without shipping agent assigned later.

8.1.1 SINGLE UTR ASSIGNMENT

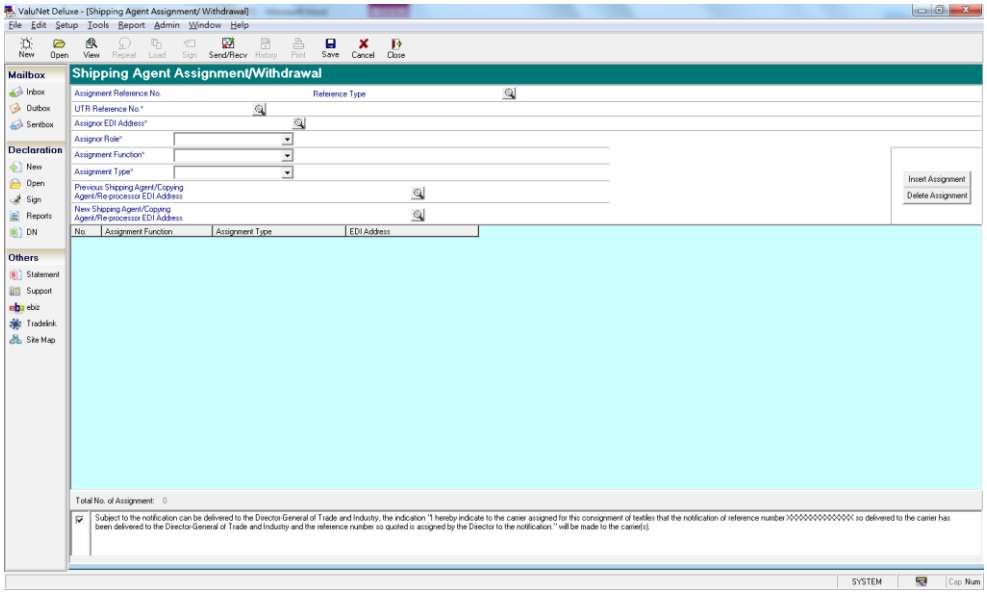
The followings are the procedures for preparing shipping agent assignment for a single notification.

1. *Either click menubar File>New>TTRS>Shipping Agent Assignment/Withdrawal>Single UTR Assignment to open a blank SAA; OR*
2. *Click icon New>TTRS> Shipping Agent Assignment/Withdrawal>Single UTR Assignment to open a blank SAA.*

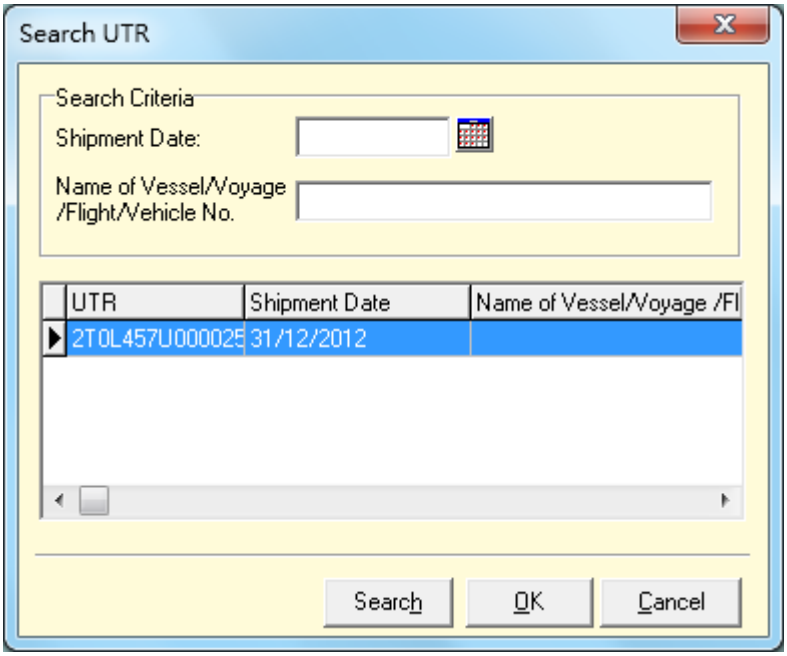




3. *Then a blank SAA is opened as below.*

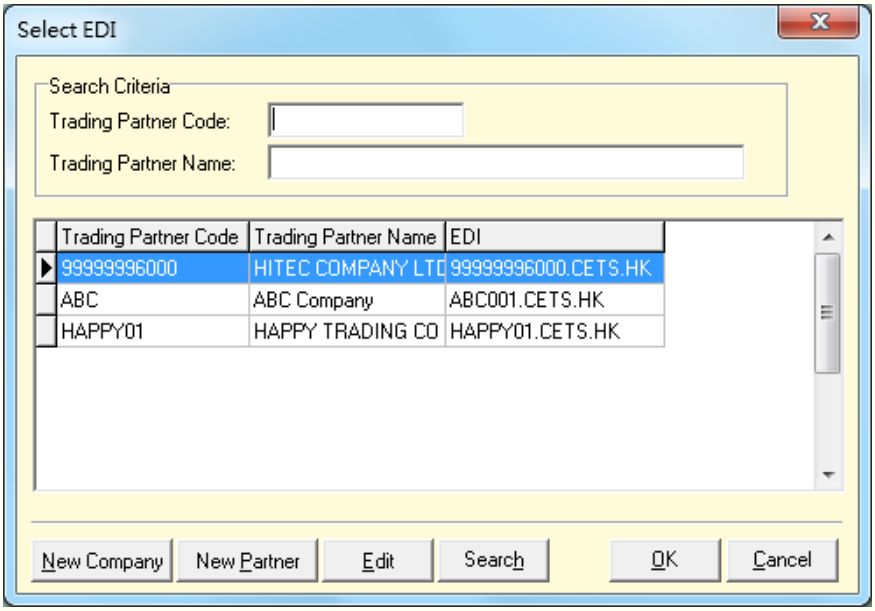


4. *Assignment Reference Number is automatically generated by system upon the SAA saved successfully.*
5. *Click* *to open Search UTR pop up window and then select one desired UTR reference no.*



6. *If there is only 1 company playing a single role involved in the selected Notification, the company's EDI Address and Role will be the default Assignor EDI Address and Assignor Role of this SAAW respectively. No any amendment is allowed. Otherwise, select the Assignor EDI Address and Assignor Role from the drop down list box.*
7. *Select the Assignment as the Assignment Function.*
8. *Select one type of agent (Shipping Agent, Copy Agent, Re-processor) for Assignment Type.*
9. *Click to open EDI selection pop up window and then select one desired EDI address for the field 'New Shipping Agent/Copying Agent/Re-processor EDI Address'.*

Tips



- User can use asterisk (*) for searching, it represents all unknown characters. For example: input “TTRS*” in the ‘Trading Partner Name’ field, all trading partner name begins with character ‘TTRS’ will show up for selection.
- Matched trading partners are listed underneath; user can double click on the desired option to select.
- The trading partners listed in the EDI selection pop up window are all with Forwarder or Carrier as its identity in Company Profile.

10. *User is optional to fill in Reference Type. (Please refer to section 3.1.2 for details)*

Field	Details
Assignment Reference No	To record the reference number of the assignment allotted at the time when the Shipping Agent Assignment/ Withdrawal Message was sent.
UTR Reference No	It is a unique reference number assigned to the Textiles Notification at the time of creating the notification by the initiator.
Assignor EDI Address	Assignor’s EDI Address
Assignor Role	Assignor’s Role: - Trader - Manufacturer - Shipping Agent - Inbound Forwarder - Inbound Shipping Agent - Outbound Forwarder - Outbound Shipping Agent
Assignment Function	To distinguish the type of assignment: “A” – Assignment “C” – Change
Assignment Type	To distinguish the role of the assignee, being:

	"SA" – Shipping Agent "CA" - Copy Agent "RP" - Re-processor
Previous Shipping Agent/Copy Agent/Re-processor EDI Address	EDI mailbox address of assigned party
New Shipping Agent/Copy Agent/Re-processor EDI Address	EDI mailbox address of assigned party
Reference Type	Identifies the type of reference number used

Tips

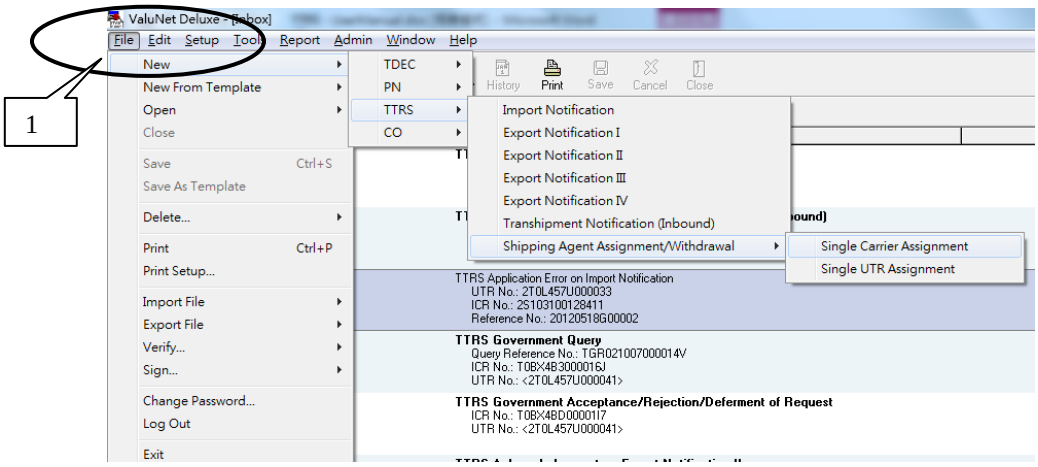
- Assignment function must be 'Assignment' for assigning shipping agent.
- Only one shipping agent can be assigned for a notification.
- Multiple copy agents can be assigned for a notification.
- Max 9 agents (including re-processor, shipping agent and copy agent) can be assigned for a notification.
- To delete assigned agent, user can highlight the agent and then click Delete Assignment button.
- Disallow Shipping Agent Assignment if notification is cancelled.

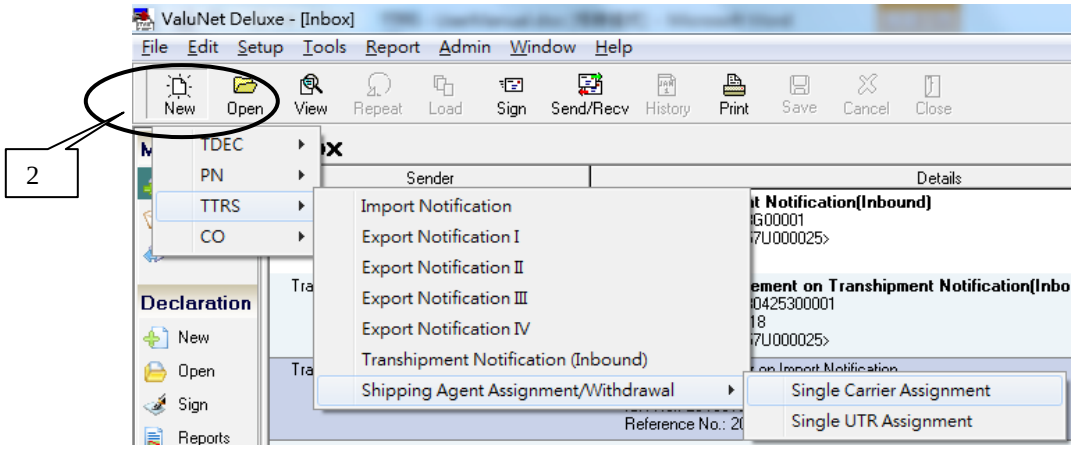
11. *Save, Sign and Send this shipping agent assignment for the single notification.*

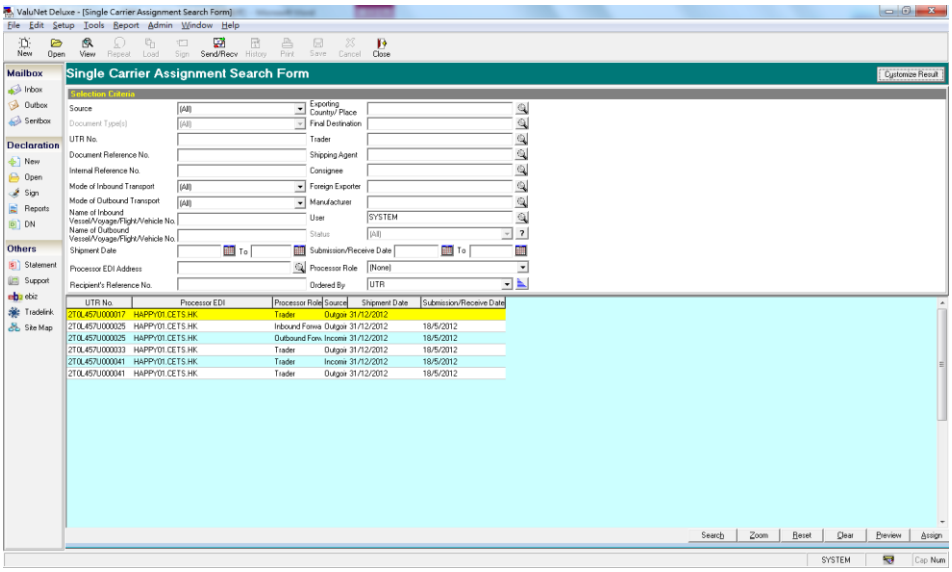
8.1.2 SINGLE CARRIER ASSIGNMENT

The followings are the procedures for preparing shipping agent assignment for a batch of notifications, in case those notifications are using the same shipping agent.

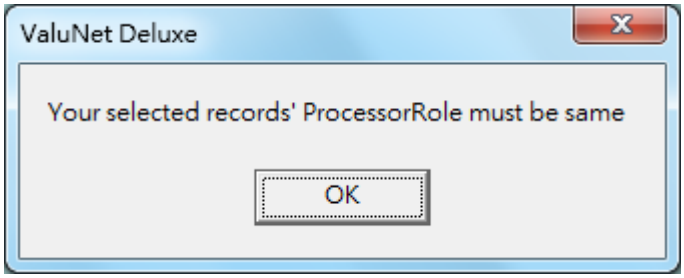
1. *Either click menubar File>New>TTRS>Shipping Agent Assignment/Withdrawal>Single Carrier Assignment to open a SAA Searching Form; OR*
2. *Click icon New>TTRS> Shipping Agent Assignment/Withdrawal> Single Carrier Assignment to open a SAA Searching Form.*

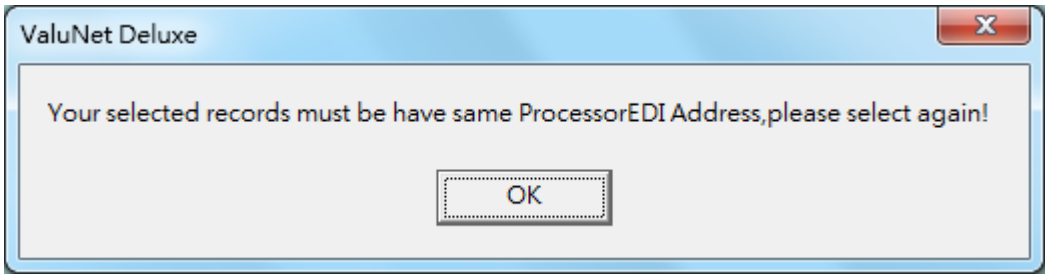




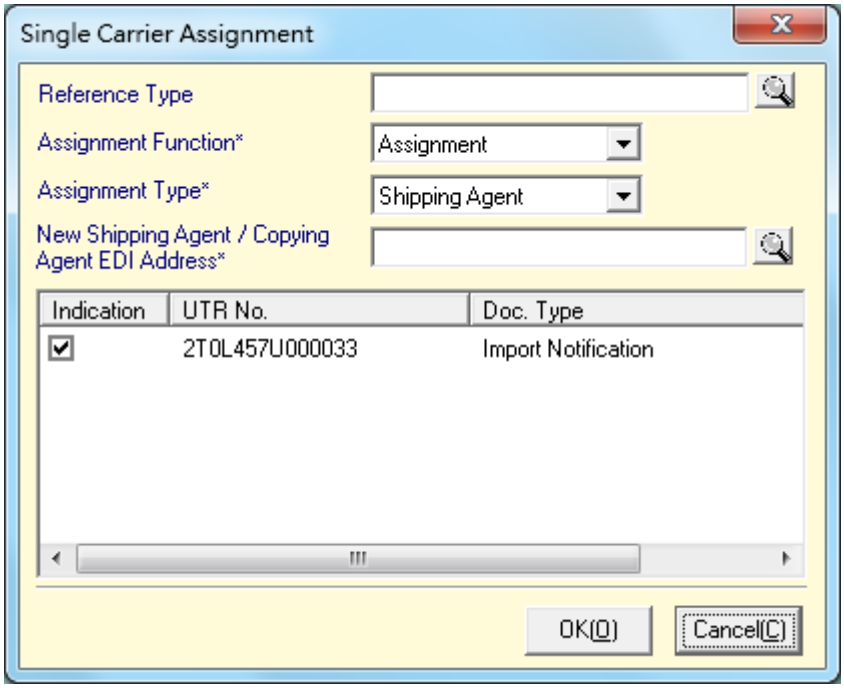


3. *Select multiple notifications by <Ctrl> key.*
4. *Click Assign button to open Single Carrier Assignment pop up window. You should select multiple notifications with same role or same EDI address otherwise, a message is prompted as below: -*





5. *If your selection is correct, single Carrier Assignment pop up window will be open: -*



6. *Select the Assignment as the Assignment Function.*
7. *Select one type of agent (Shipping Agent, Copy Agent) for Assignment Type.*
8. *Click* *to open EDI selection pop up window and then select one desired EDI address for the field 'New Shipping Agent/ Copying Agent EDI Address'.*
9. *User is optional to fill in Reference Type. (Please refer to section 3.1.2 for details)*
10. *Click OK button to confirm the assignment.*

Field	Details
Reference Type	Identifies the type of reference number used
Assignment Function	To distinguish the type of assignment: "A" – Assignment
Assignment Type	To distinguish the role of the assignee, being: "SA" – Shipping Agent "CA" - Copy Agent
New Shipping Agent/ Copying Agent EDI Address	EDI mailbox address of assigned party
UTR No.	It is a unique reference number assigned to the Textiles Notification at the time of creating the notification by the initiator.
Doc. Type	Document type of the Notification
Indication	Indicate to the shipping agent that notification has been delivered to Trade and Industry Department.

11. *Save, Sign and Send this single carrier assignment for the batch of notifications.*

Tips

- Single Carrier Assignment facilitates user in assigning the same shipping agent or copy agent to a batch of notifications.
- Assignment function must be 'Assignment'.
- Disallow Shipping Agent Assignment if notification is cancelled.

Tips

- After the successful assignment of shipping agent, Tradelink would send a copy of notification as well as the shipping agent assignment to agent assigned.
- Shipping agent can further assign another shipping agent by clicking the Assign button shown in the copy of notification.
- Incoming shipping agent assignment will not displayed in Open SAA/W Searching Form as well as Inbox.

8.2 SHIPPING AGENT WITHDRAWAL

User can later change shipping agent for notifications with shipping agent assigned.

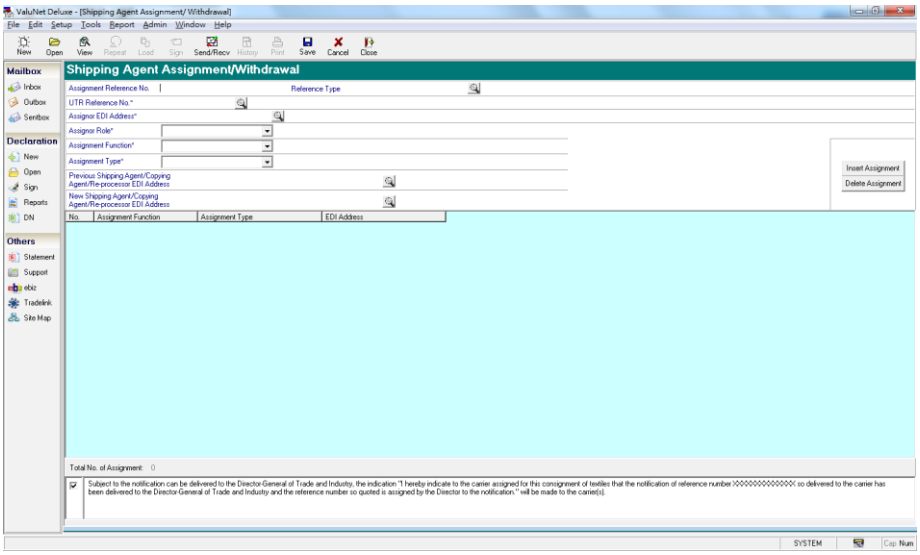
The followings are the procedures for preparing shipping agent withdrawal for a single notification.

Method 1

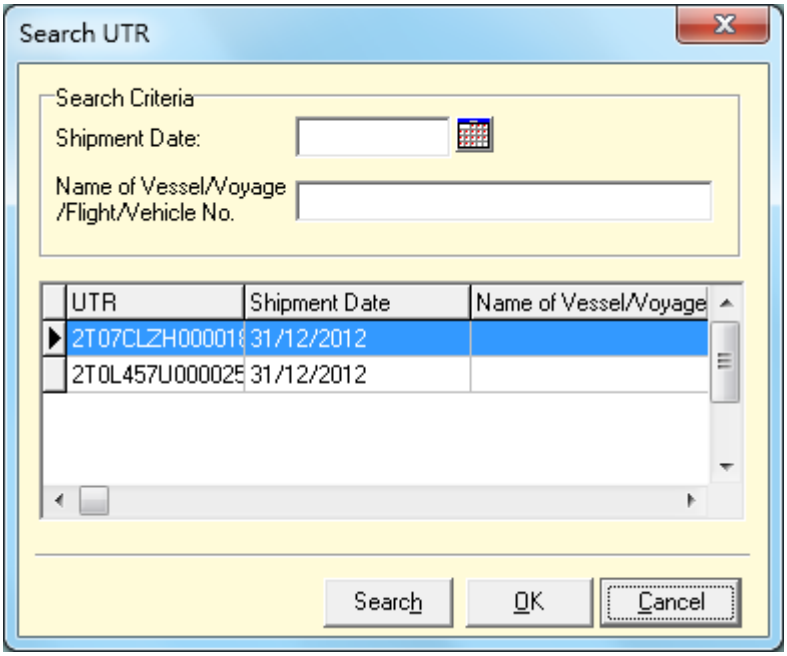
1. *Open latest outgoing shipping agent assignment via Open SAA/W Searching Form or Sentbox.*
2. *Click Change Assignment button to open a SAA/W.*

Method 2

3. *Either click menubar File>New>TTRS>Shipping Agent Assignment/Withdrawal>Single UTR Assignment to open a blank SAA/W; OR*
4. *Click icon New>TTRS> Shipping Agent Assignment/Withdrawal>Single UTR Assignment to open a blank SAA/W.*
5. *Then SAA/W is opened as below.*

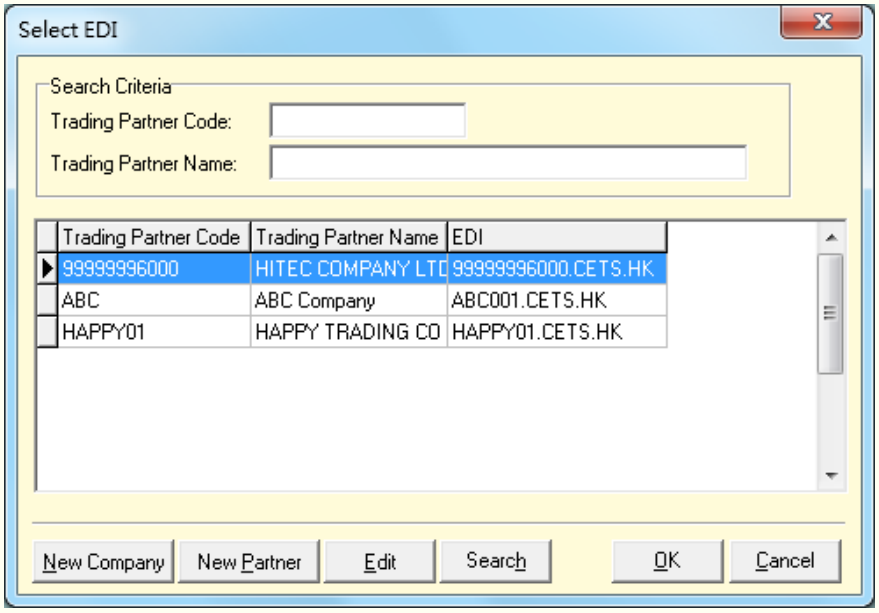


6. *Assignment Reference Number is automatically generated by system.*
7. *Click* *to open Search UTR pop up window and then select one desired UTR reference no.*



8. *If there is only 1 company playing single role involved in the selected Notification, the company's EDI Address and Role will be the default Assignor EDI Address and Assignor Role of this SAAW respectively. No any amendment is allowed. Otherwise, select the Assignor EDI Address and Assignor Role from the drop down list box.*
9. *Select 'Change' as the Assignment Function.*
10. *Select 'Shipping Agent' as the Assignment Type.*
11. *The previous Shipping Agent's EDI Address is automatically retrieved by system.*
12. *Click to open EDI selection pop up window and then select one desired EDI address for the field 'New Shipping Agent/Copying Agent/Re-processor EDI Address'.*

Tips



- User can use asterisk (*) for searching, it represents all unknown characters. For example: input “INDO*” in the ‘Trading Partner Name’ field, all trading partner name begins with character ‘INDO’ will show up for selection.
- Matched trading partners are listed underneath; user can double click on the desired option to select.
- The trading partners listed in the EDI selection pop up window are all with Forwarder or Carrier as its identity in Company Profile.

13. *User is optional to fill in Reference Type. (Please refer to section 3.1.2 for details)*
14. *Click Insert Assignment button to confirm the assignment.*

Field	Details
Assignment Reference No	To record the reference number of the assignment allotted at the time when the Shipping Agent Assignment/ Withdrawal Message was sent.
UTR Reference No	It is a unique reference number assigned to the Textiles Notification at the time of creating the notification by the initiator.
Assignor EDI Address	Assignor’s EDI Address
Assignor Role	Assignor’s Role: - Trader - Manufacturer - Shipping Agent - Inbound Forwarder - Inbound Shipping Agent - Outbound Forwarder - Outbound Shipping Agent
Assignment Function	To distinguish the type of assignment: “A” – Assignment “C” – Change

Assignment Type	To distinguish the role of the assignee, being: "SA" – Shipping Agent "CA" - Copy Agent "RP" - Re-processor
Previous Shipping Agent/Copy Agent/Re-processor EDI Address	EDI mailbox address of assigned party
New Shipping Agent/Copy Agent/Re-processor EDI Address	EDI mailbox address of assigned party
Reference Type	Identifies the type of reference number used

Tips

- Assignment function must be 'Change' for withdrawing shipping agent.
- Only shipping agent can be withdraw for a notification.
- Disallow Shipping Agent Withdrawal if notification is cancelled.

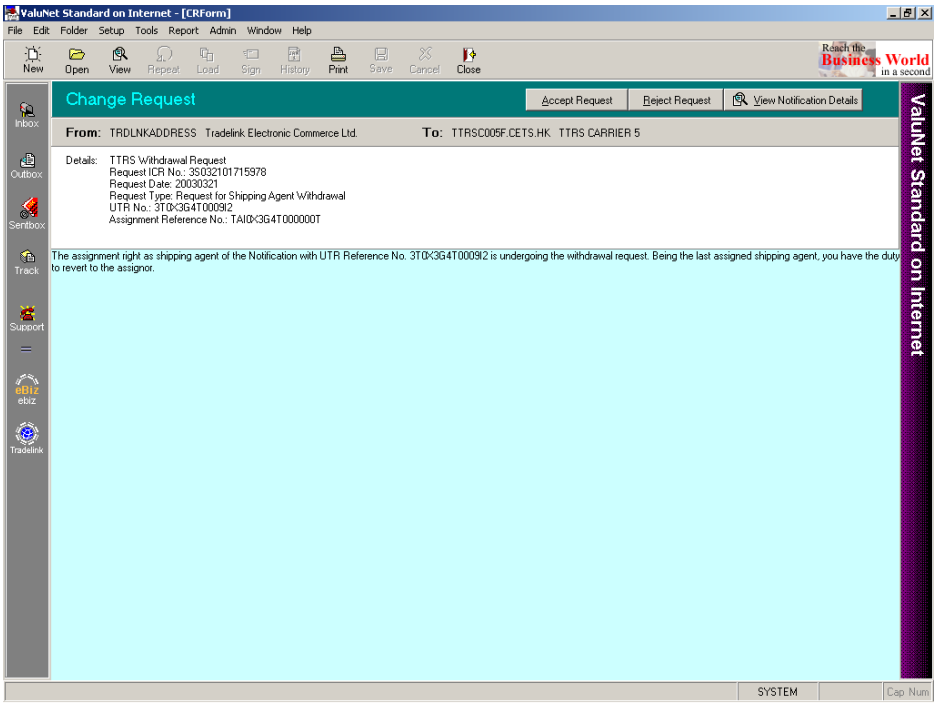
15. *Save, Sign and Send this shipping agent assignment for the single notification.*

Tips

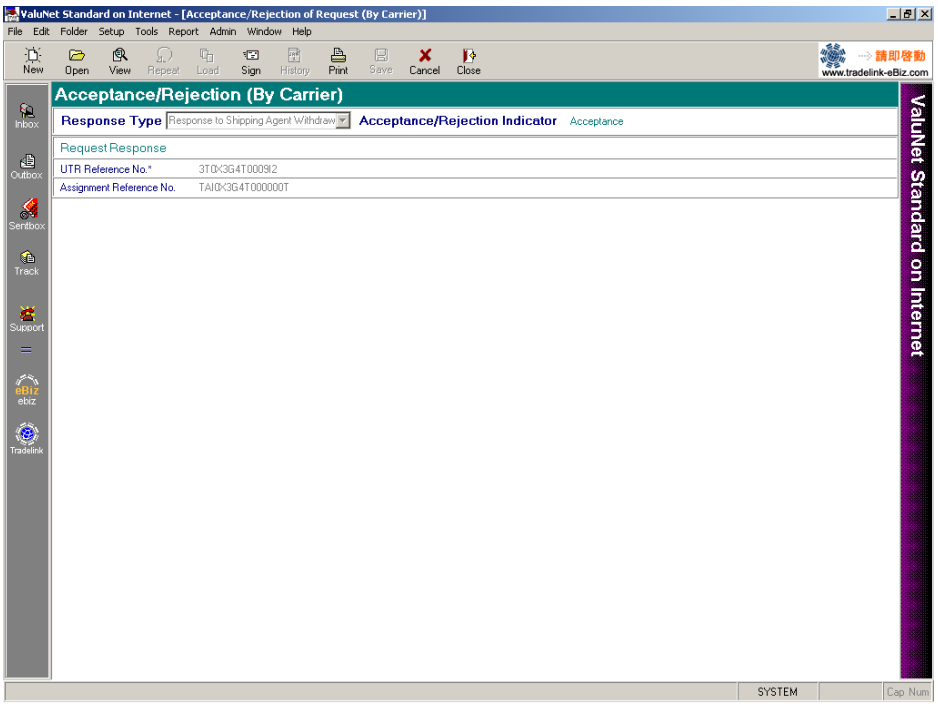
- Shipping agent can further withdraw the shipping agent assigned by him

CHAPTER 9: ACCEPTANCE/ REJECTION OF REQUEST (BY CARRIER)

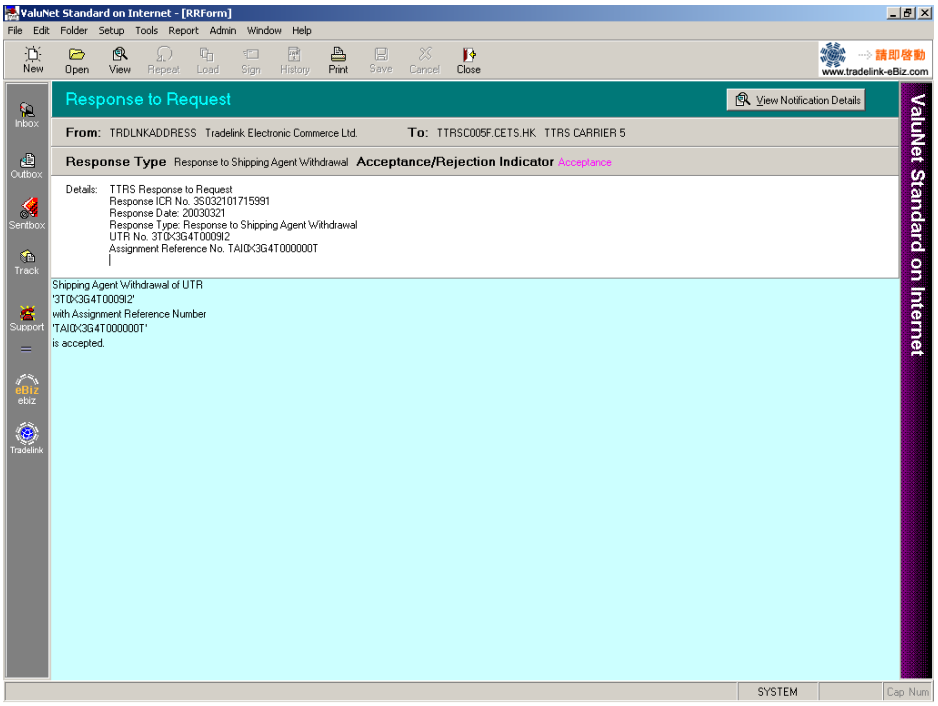
If a shipping agent is withdraw by trader, the fellow shipping agents previously assigned would be notified of the change of agent by receiving a Change Request from Tradelink. Only the last shipping agent has to respond to the change request by clicking the Accept or Reject button shown in his Change Request.


ValuNet Standard on Internet - [CRForm]
File Edit Folder Setup Tools Report Admin Window Help
New Open View Repeat Load Sign History Print Save Cancel Close
Reach the Business World in a second
Change Request
Accept Request
Reject Request
View Notification Details
From: TRDLNKADDRESS Tradelink Electronic Commerce Ltd.
To: TTRSC005F.CETS.HK TTRS CARRIER 5
Details: TTRS Withdrawal Request
Request ICR No.: 350321017159 78
Request Date: 20030321
Request Type: Request for Shipping Agent Withdrawal
UTR No.: 3T0X3G4T0009I2
Assignment Reference No.: TAI0X3G4T000000T
The assignment right as shipping agent of the Notification with UTR Reference No. 3T0X3G4T0009I2 is undergoing the withdrawal request. Being the last assigned shipping agent, you have the duty to revert to the assignor.
Inbox
Outbox
Sentbox
Track
Support
ebiz
Tradelink
ValuNet Standard on Internet
SYSTEM
Cap Num

On click Accept or Reject button, an acceptance/ rejection of request is created as below.



Upon the receipt of Acceptance / Rejection of Request, Tradelink would at the same time send out a Response to Request (together with the Acceptance / Rejection of Request) to trader.


ValuNet Standard on Internet - [RRForm]
File Edit Folder Setup Tools Report Admin Window Help
New Open View Repeat Load Sign History Print Save Cancel Close
www.tradelink-eBiz.com
Response to Request
View Notification Details
From: TRDLNKADDRESS Tradelink Electronic Commerce Ltd. To: TTRSC005F.CETS.HK TTRS CARRIER 5
Response Type Response to Shipping Agent Withdrawal Acceptance/Rejection Indicator Acceptance
Details: TTRS Response to Request
Response ICR No. 3S032101715991
Response Date: 20030321
Response Type: Response to Shipping Agent Withdrawal
UTR No. 3T0X3G4T0009I2
Assignment Reference No. TAI0X3G4T000000T
Shipping Agent Withdrawal of UTR
'3T0X3G4T0009I2'
with Assignment Reference Number
'TAI0X3G4T000000T'
is accepted.
ValuNet Standard on Internet
SYSTEM
Cap Num

While the last shipping agent is preparing the Acceptance / Rejection of Request, trader is prohibited to further process that notification until the receipt of Response to Request. In case, the last shipping agent does not

respond to the change request, then that notification is void and trader has to create a new notification.

If trader receives Acceptance of Request, then Tradelink would send a copy of notification and shipping agent assignment to new shipping agent assigned. And the previously assigned shipping agents can no longer process the notification.

If trader receives Rejection of Request, then trader is compulsory to work with the shipping agents previously assigned.

Tips

- Only the change request received by the last shipping agent has Accept and Reject buttons.

CHAPTER 10: OTHER SUPPORTING FUNCTIONS

10.1 REPEAT FUNCTION

There is a "REPEAT" function which is designed to reduce user's keying effort by carrying and showing the same set of information when he or she wants to create more than one document of the same type continuously.

When user wants to "REPEAT" an Import Notification (IN), the fields under the entities "Importer Information", "Foreign Exporter Information", "Inbound Transport Details" and "Storage Details" are to be copied from a previously saved IN to the new IN. "Exporter Type" will also be copied into the new document.

Only the initiator of the Export Notification I with Manufacturer's Declaration (ENI) can perform the "REPEAT" function. Depending on the existence of the data, those that have been filled in and saved by the initiator under the "Exporter Information", "Manufacturer Information" and "Consignee Information" entities will be copied into the new ENI when the initiator chosen to "REPEAT" them. Besides, the data fields "Initiator Role", "Consignment Type", "Modes of Outbound Transport", "Name of Outbound Vessel/ Voyage/ Flight/ Vehicle Number", "Date of Departure" and "Final Destination" will also be copied into the new document.

The "REPEAT" function for an Export Notification II (ENII) captures the data fields grouped under the "Exporter Information" and "Consignee Information" entities in the original one and copies to the new ENII created, along with the "Modes of Outbound Transport", "Name of Outbound Vessel/ Voyage/ Flight/ Vehicle Number", "Date of Departure" and "Final Destination" fields.

Repeat button

will only be enabled after saving a newly created document. It will be disabled at once after pressing the repeat button. (Repeat button is disabled when opening a document)

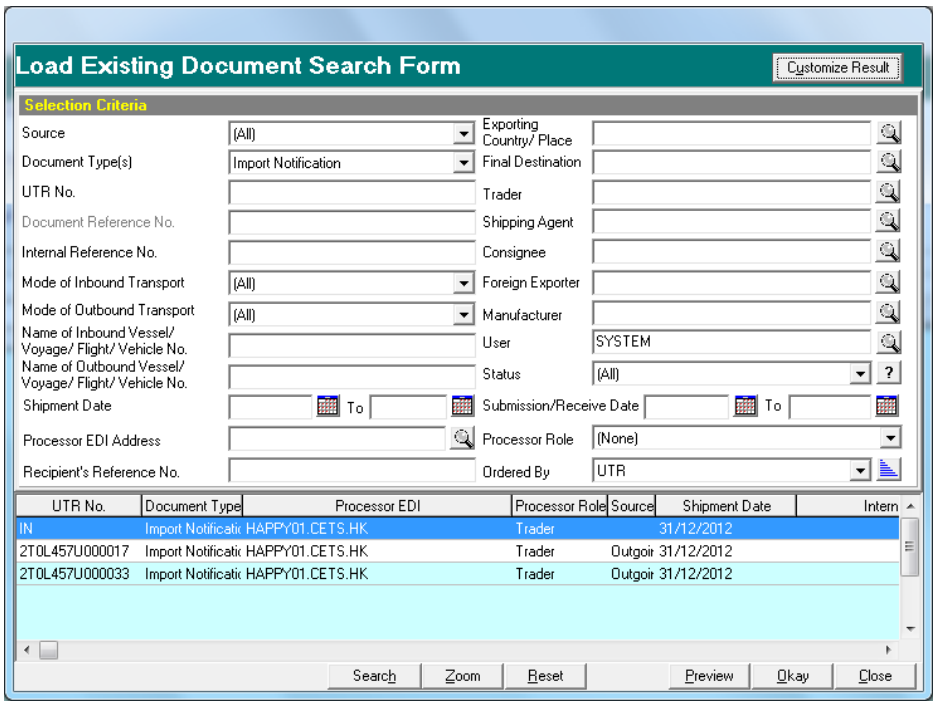
10.2 LOADING FUNCTION

10.2.1 LOAD TTRS FORM

In the TTRS services, user may create a notification from another notification of the same type or from another notification of the different type.

When user create a fresh notification / document, the Load icon is enabled. On click Load icon

> TTRS > TTRS form will open a Load Existing Document Search Form.



User is required to enter searching criteria, select one desired document and then click Okay button to proceed.

When user load an existing notification into a new notification, all data are copied into the new notification excluding the followings:

- Shipping Agent tab page
- Business Partner tab page

In case the data fields contain Chinese input, those data fields can only be copied if and only if Chinese input is supported in both the source and the destination documents. For example, if a field of a destination document does not support Chinese but the corresponding inherited

field in the source document contains Chinese character(s), that field will not be inherited.

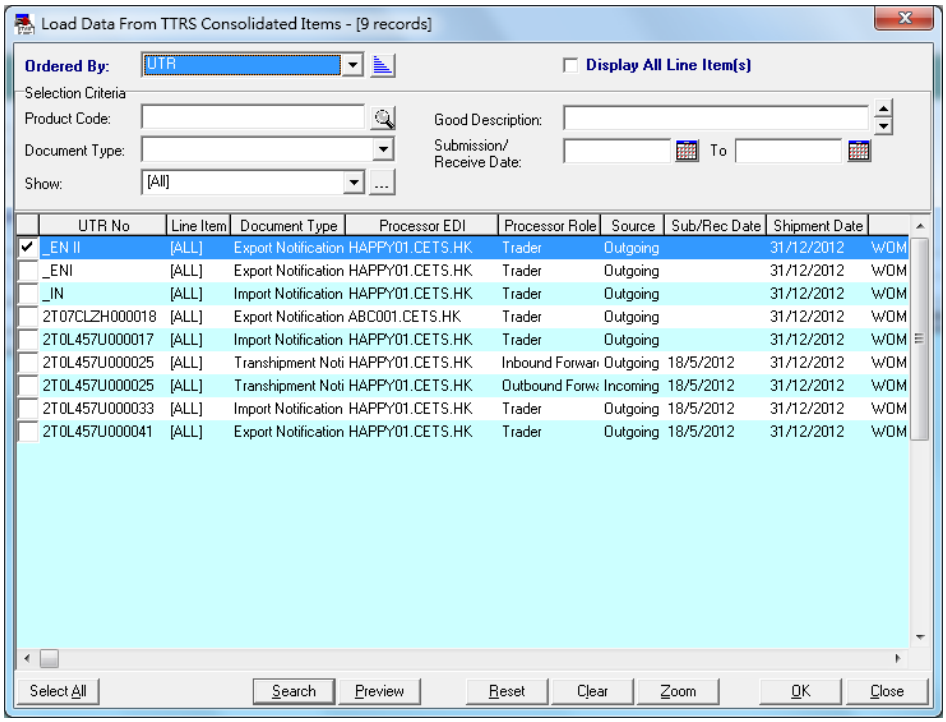
However, there is case if a field support Chinese input, due to the constraints of the document (e.g. an ENII is supported by Form 8e and thus no Chinese input is allowed), Chinese entry is prohibited. In such case, the content of the data field will still be loaded into the destination document, but validation checking will be conducted to ensure that no Chinese is being inputted before the document can be saved.

10.2.2 LOAD TTRS LINE ITEMS

In the TTRS services, user may load goods information from another notification of the same type or from another notification of the different type.

When user create a fresh notification / document, the Load icon is enabled. On click Load icon

> TTRS > TTRS Line Items will open a Load Data From TTRS Consolidated Items Form.



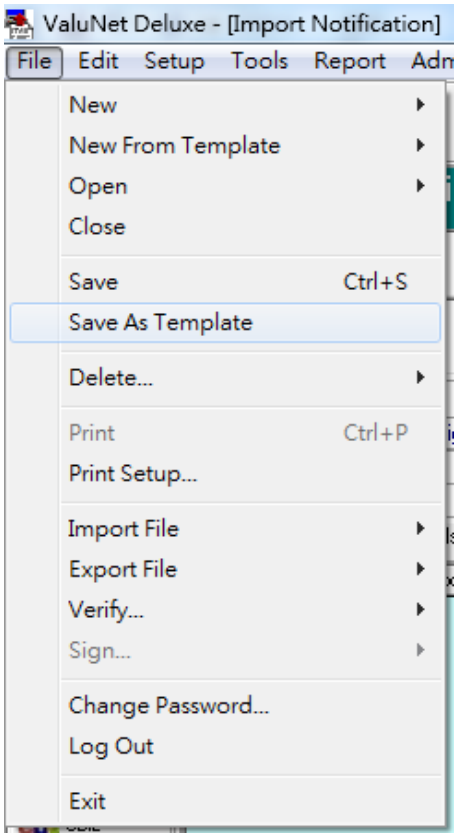
User can provide searching criteria and click search to display a list of records. And select one or more desired records and then click button Okay button to load those goods line item into TTRS notification.

10.3 TEMPLATE FUNCTION

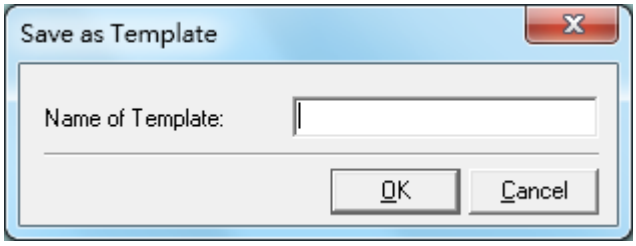
In the TTRS services, user may save a notification as a template document and then later use this template document to create notifications.

10.3.1 SAVE AS TEMPLATE

When user is preparing a new/ fresh notification, he can choose to save the document as template by selecting the "Save as Template" from the File menubar.

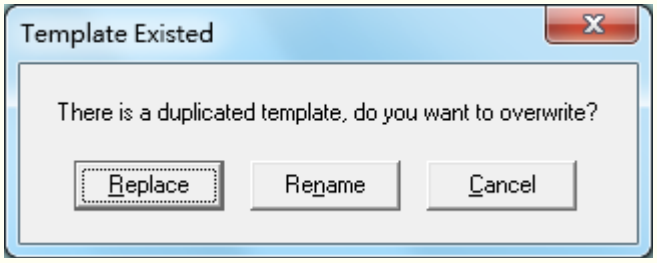


Then user is required to enter the name of template and click OK button to save this template.



Tips

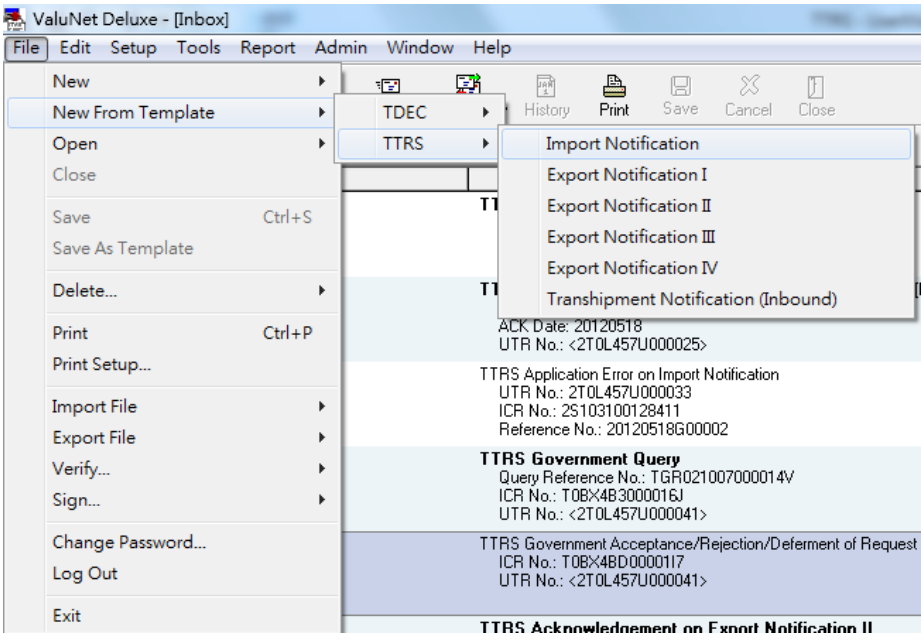
- Template name must be unique and case insensitive. If duplicated template name is input, the following error message pops up. User can either replace or rename the template.



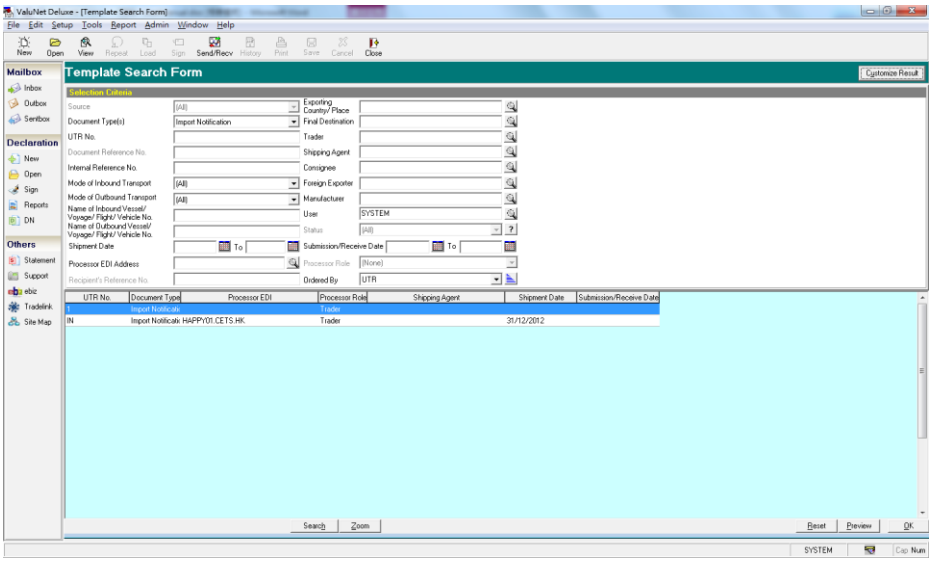
All the information being entered will be saved without the needs to pass all validations. Whenever user opens this template document, the notification, with all the filled data fields including Declaration Codes and Special Declaration/ Statements etc., is returned.

10.3.2 NEW FROM TEMPLATE

User can then prepare another new notification by copying from the template. This can be done by choosing the "New from Template" with the File menubar. User is then required to specify the type of notification that he / she wants to create.



Then a Template Search Form is opened as below.



User can pick a particular template by entering specific search criteria.

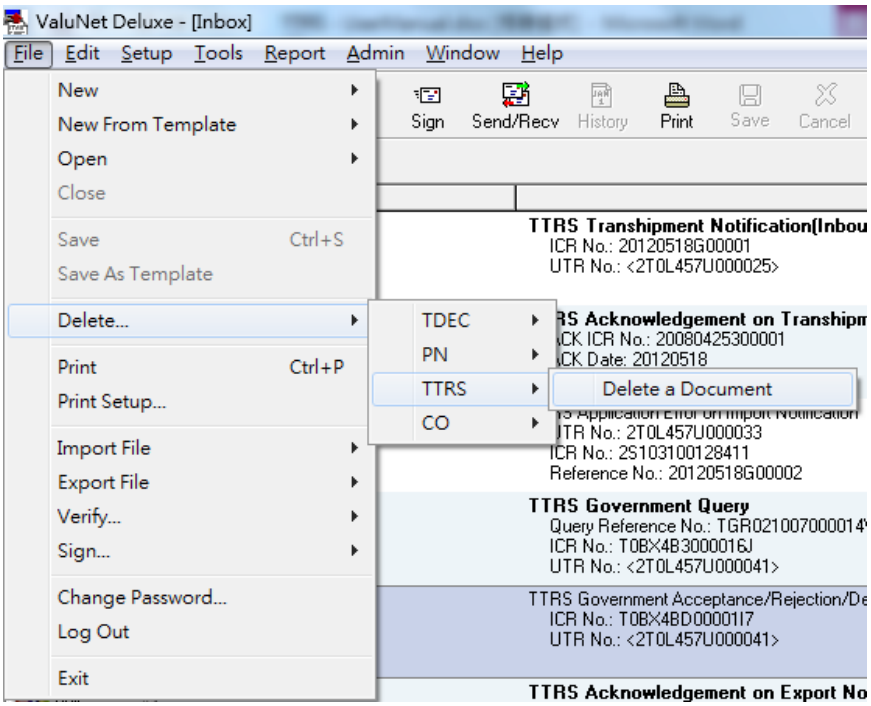
When user creates a notification from a template of the same notification type (e.g. create an IN from IN Template), all data are copied into the notification excluding the Declaration tab page.

When user creates a notification from a template of different notification type (e.g. create an IN from EN Template), all data are copied into the notification excluding the followings:

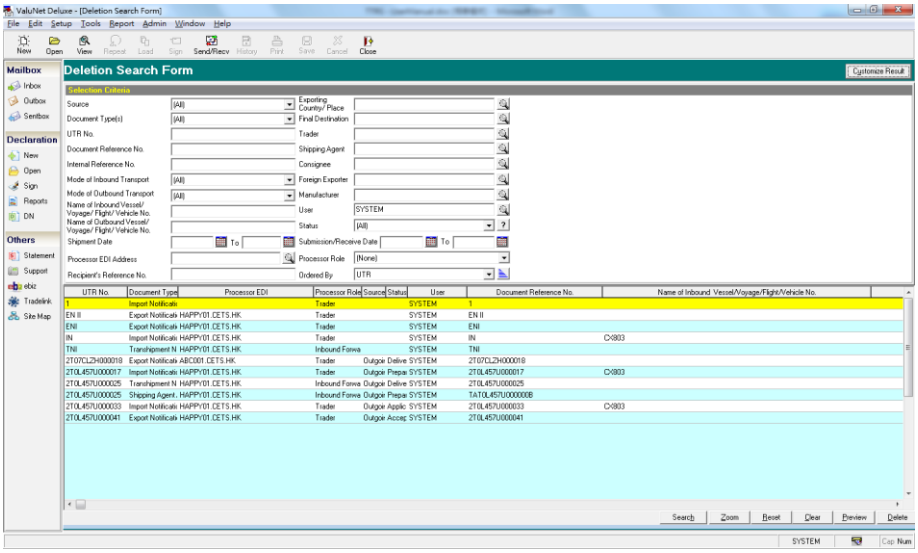
- Shipping Agent tab page
- Business Partner tab page
- Initiator Role in ENI

10.4 DELETE FUNCTION

In the TTRS services, user can delete a document by clicking File menubar "Delete>TTRS>Delete a Document" which will open a Delete Searching Form.



Then a Deletion Search Form is opened as below.



User is able to enter searching criteria, pick multiple messages (by ctrl key) and then click Delete button to proceed.

Tips

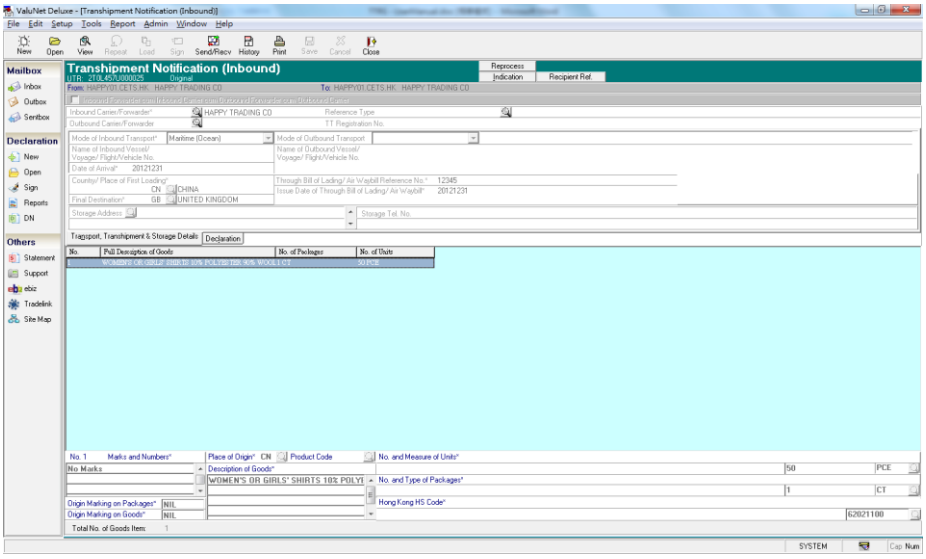
- Deleted document cannot be recovered.
- If the deleted document is being prepared, then that notification cannot be further processed.

10.5 RECIPIENT'S REFERENCE DETAILS FUNCTION

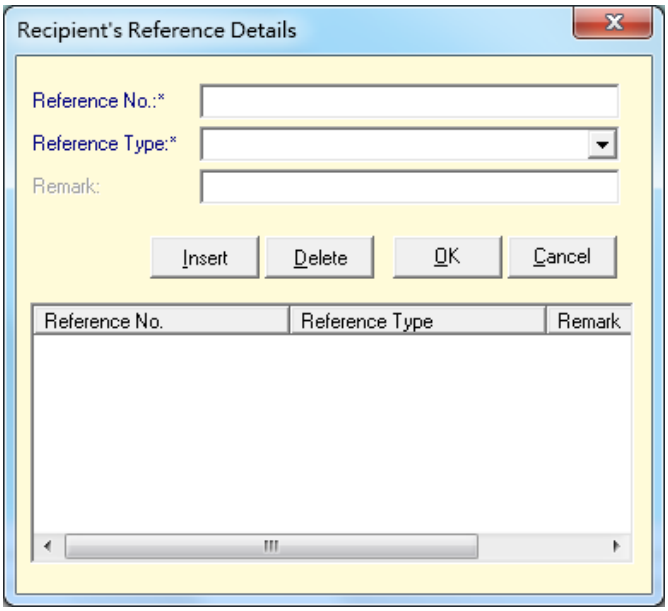
10.5.1 SEPARATE NOTIFICATION

All the shipping agents can input the recipient's reference details information for all the incoming notifications, which can make the searching notification more efficient.

User can click the 'Recipient's Ref.' button with the incoming notification document.

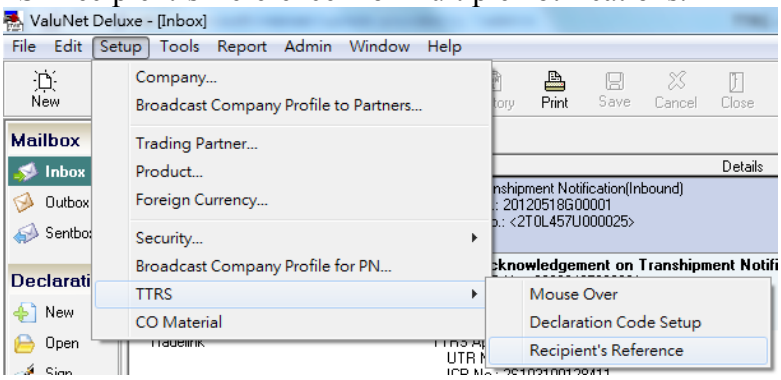


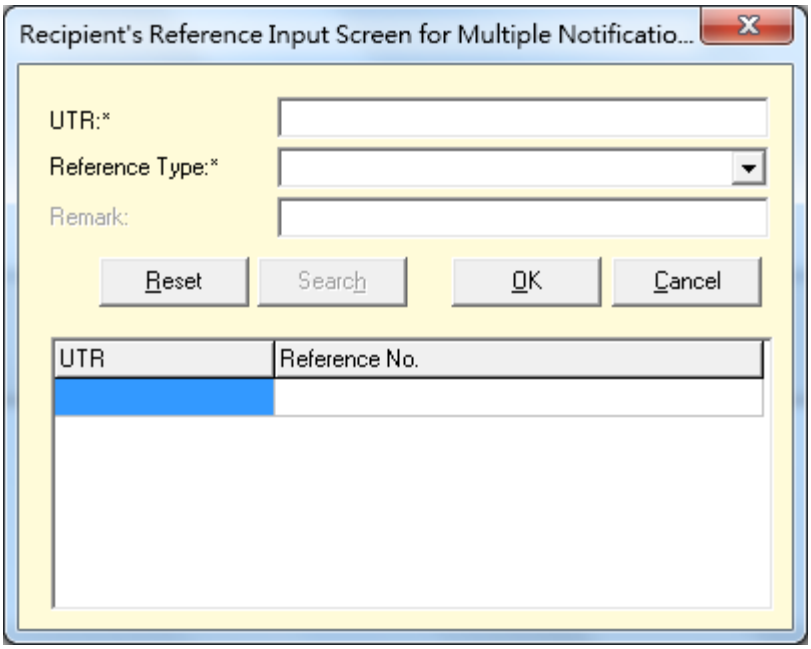
Recipient's Reference Details screen will be displayed. User can input maximum 9 reference numbers.



10.5.2 MULTIPLE NOTIFICATIONS

User can input the recipient's reference details by clicking File menubar "Setup>TTRS>Recipient's Reference" for multiple notifications.



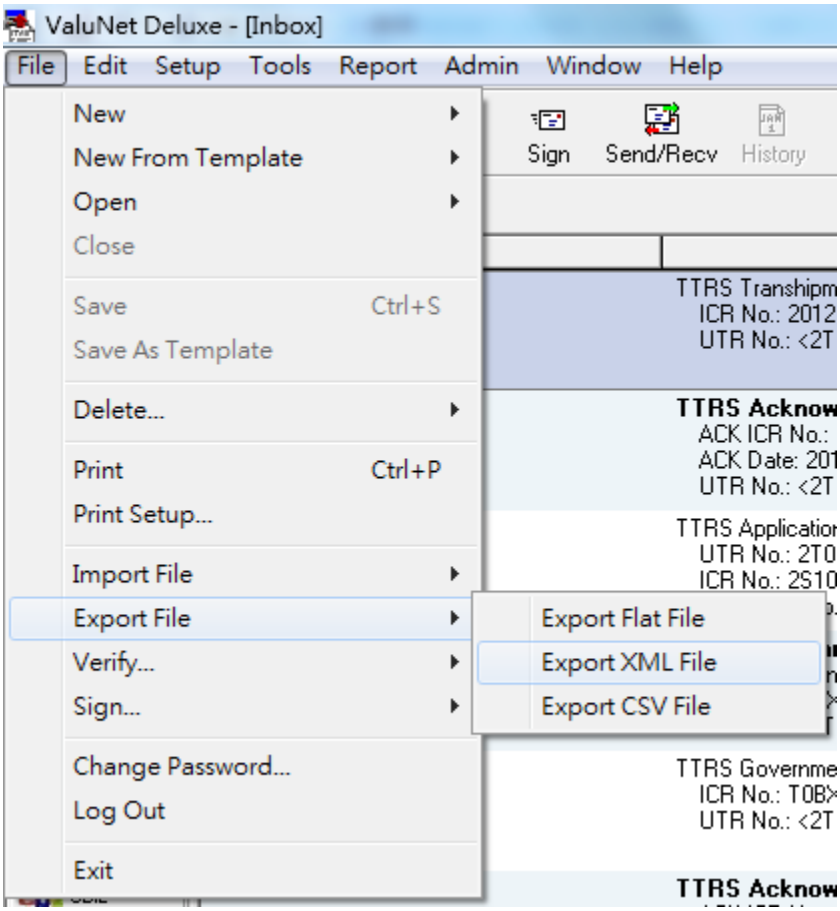


Tips: All the incoming notifications without the recipient's reference number will be displayed. And user can input the reference number by this screen.

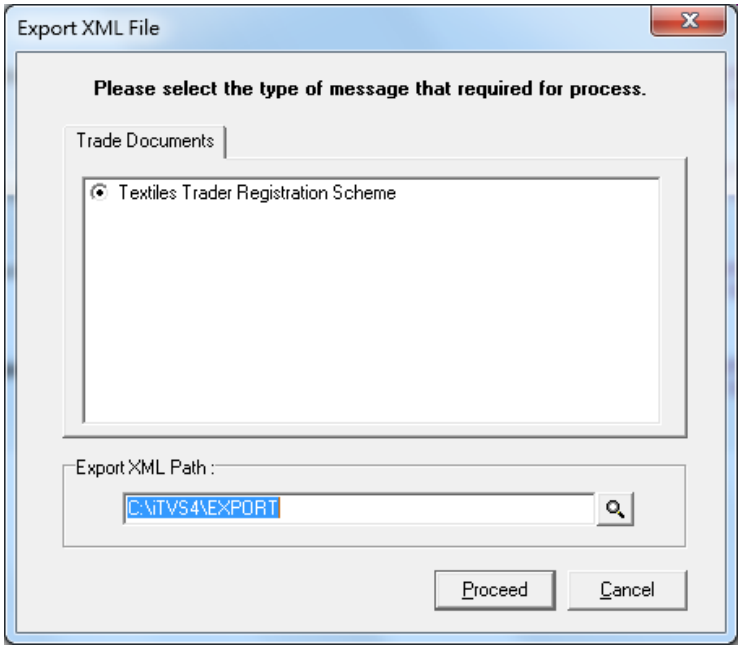
10.6 EXPORT FUNCTION

10.6.1 EXPORT XML FILE

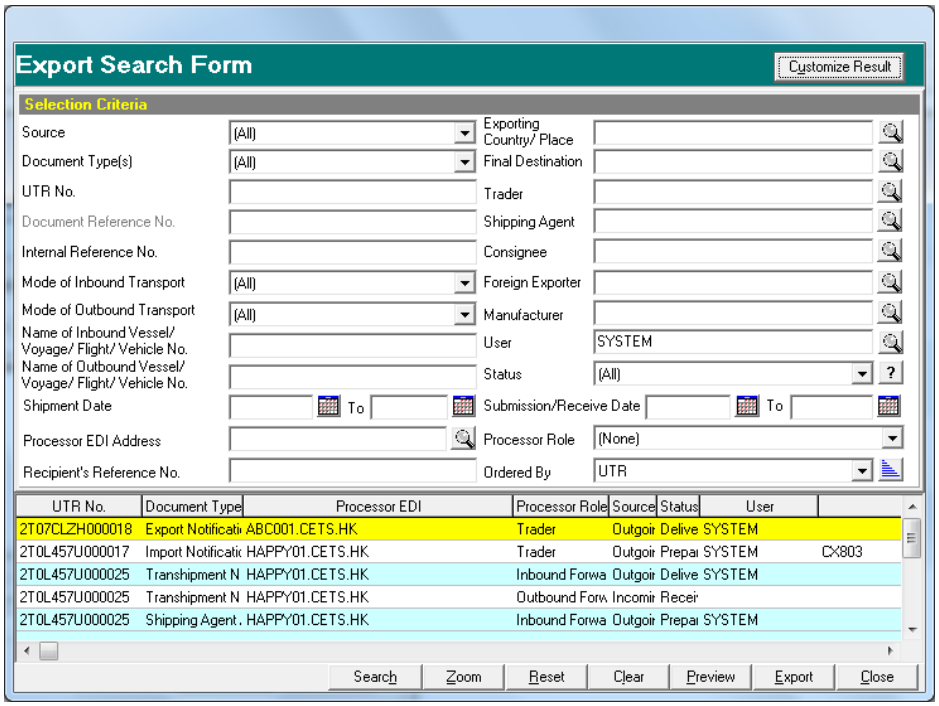
User can export the notification details in XML file format for generation of other documents by clicking File menubar "Export File>Export XML File".



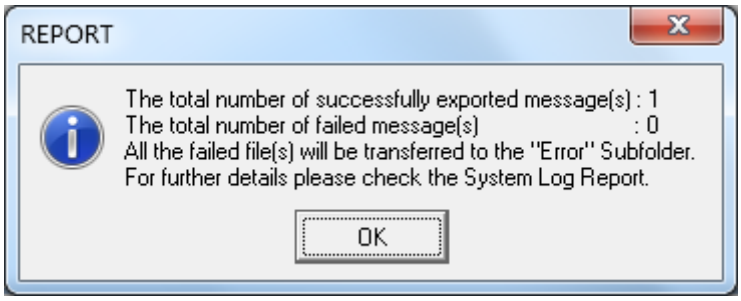
Then the following screen is opened.



User has to click the radio button of Textiles Trader Registration Scheme and then click Proceed button to open an Export Search Form.



User is able to enter searching criteria, pick multiple messages (by ctrl key) and then click Export button to proceed.

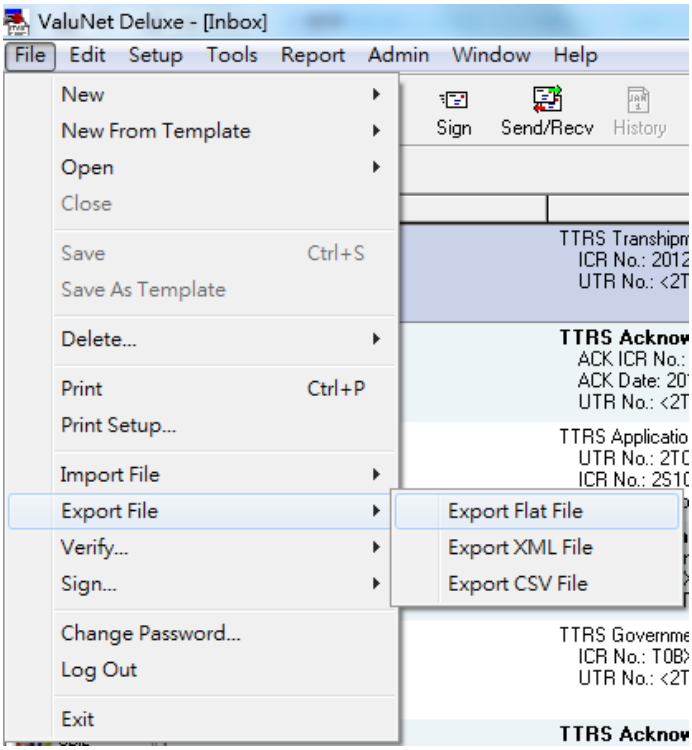

REPORT
The total number of successfully exported message(s) : 1
The total number of failed message(s) : 0
All the failed file(s) will be transferred to the "Error" Subfolder.
For further details please check the System Log Report.
OK

After execution of export function, the export result is prompted for user's confirmation.

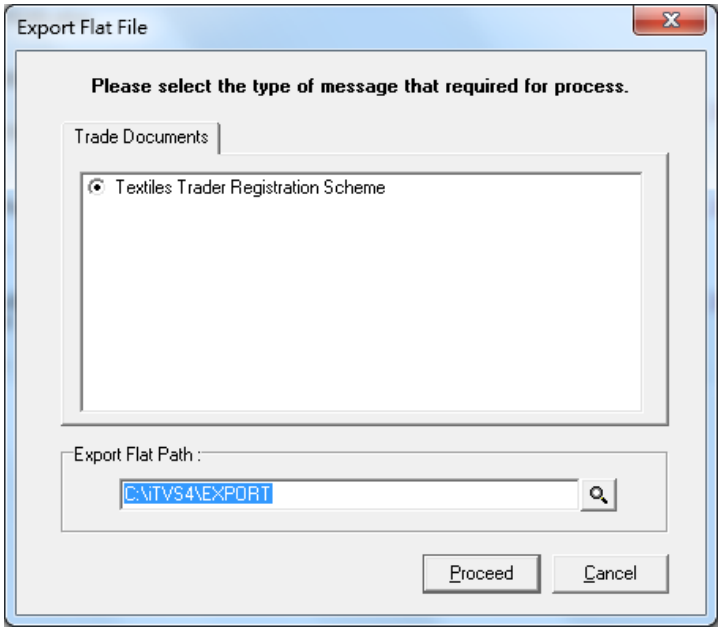
Only notification (IN, ENI, ENII) can be exported. Other documents cannot be exported. For fresh notification, its corresponding SAA document will not be exported.

10.6.2 EXPORT FLAT FILE

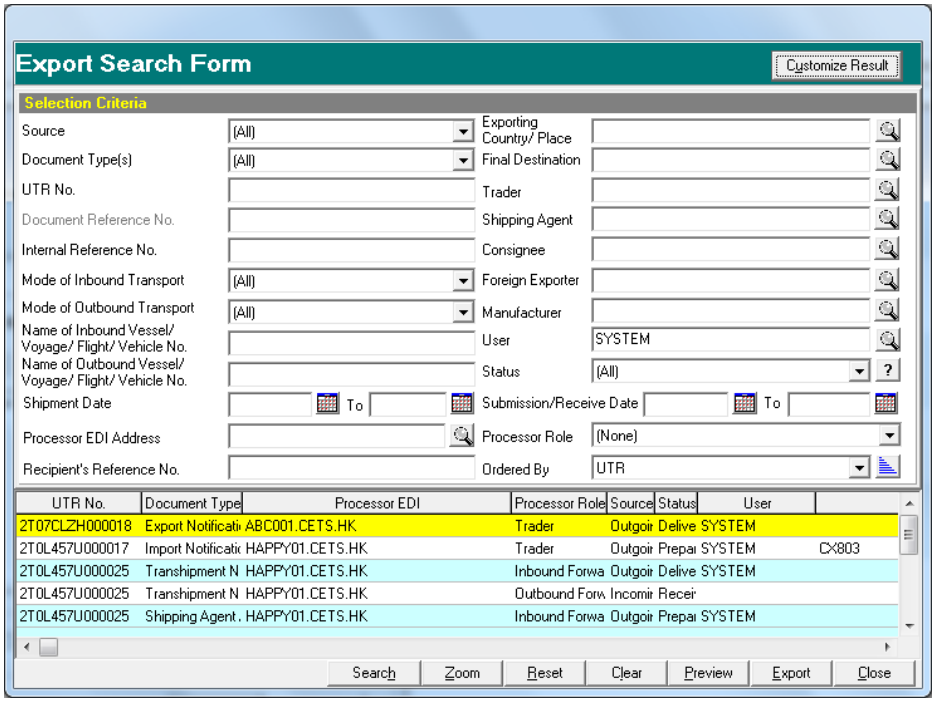
User can export the notification details in Flat file format for generation of other documents by clicking File menubar "Export File>Export Flat File".



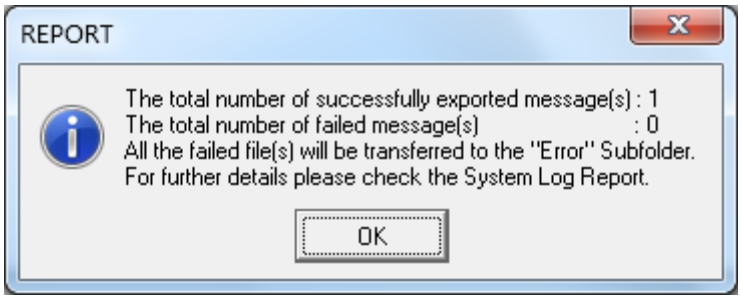
Then the following screen is opened.



User has to click the radio button of Textiles Trader Registration Scheme and then click Proceed button to open an Export Search Form.



User is able to enter searching criteria, pick multiple messages (by ctrl key) and then click Export button to proceed.

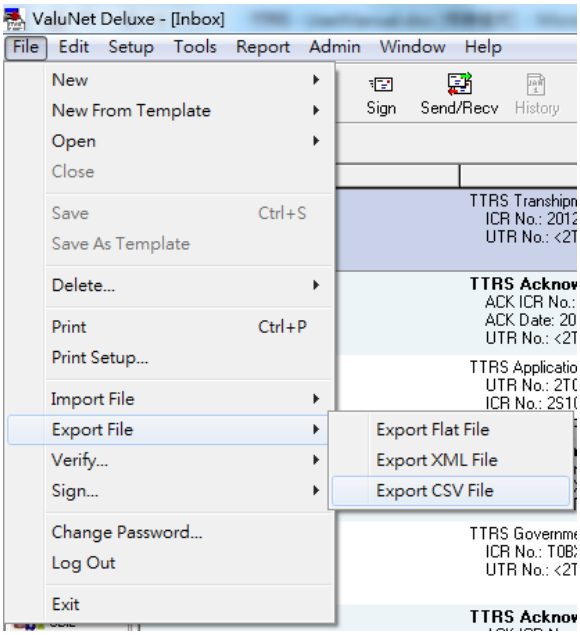

REPORT
The total number of successfully exported message(s) : 1
The total number of failed message(s) : 0
All the failed file(s) will be transferred to the "Error" Subfolder.
For further details please check the System Log Report.
OK

After execution of export function, the export result is prompted for user's confirmation.

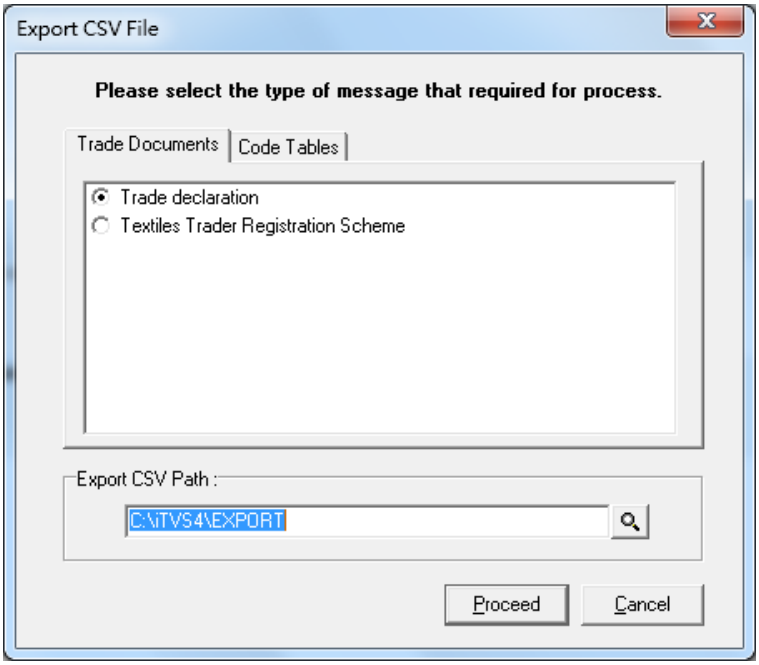
Only notification (IN, ENI, ENII) can be exported. Other documents cannot be exported. For fresh notification, its corresponding SAA document will not be exported.

10.6.3 EXPORT CSV FILE

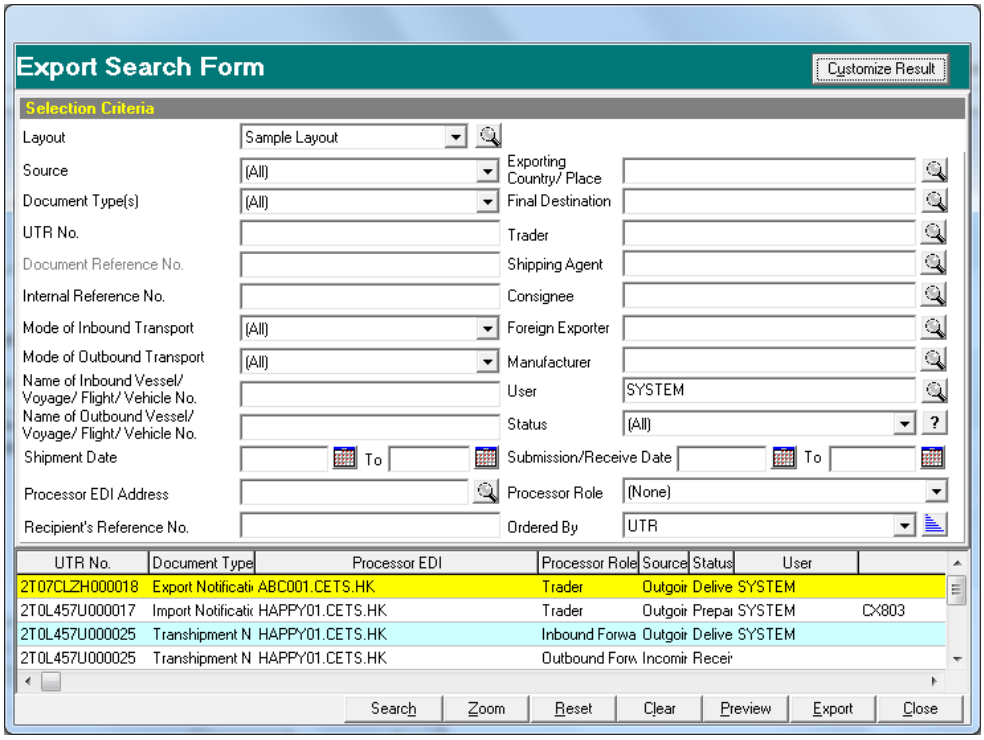
User can export the notification details in Flat file format for generation of other documents by clicking File menubar "Export File>Export CSV File".



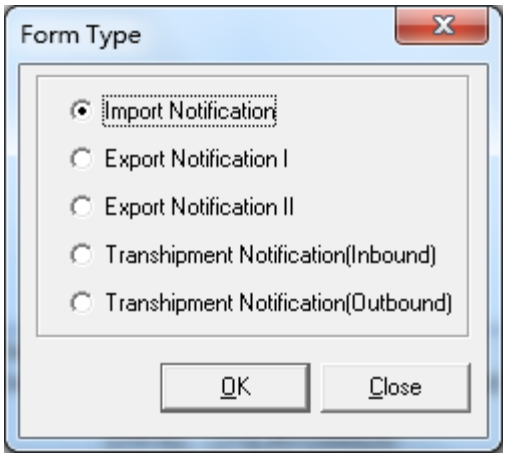
Then the following screen is opened.



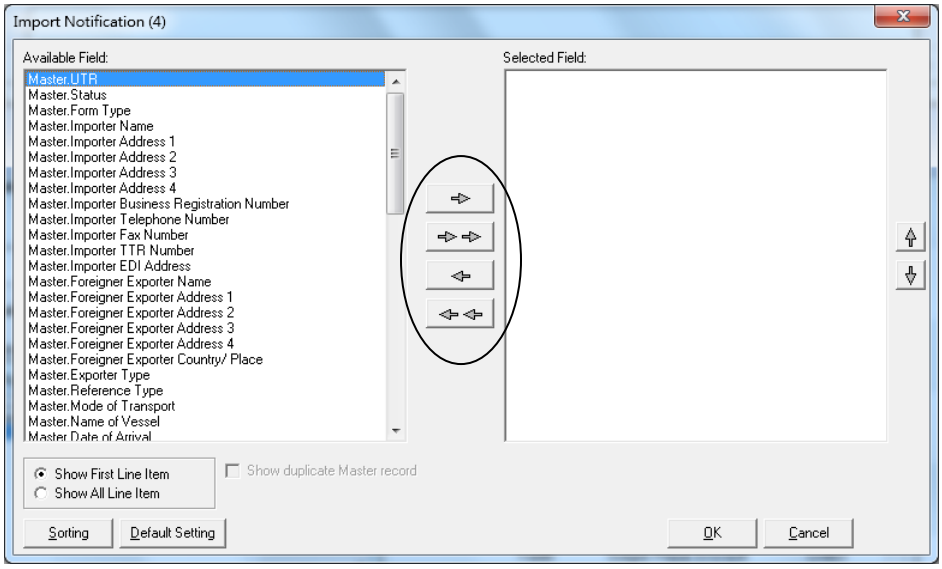
User has to click the checkbox of Textiles Trader Registration Scheme and then click Proceed button to proceed.



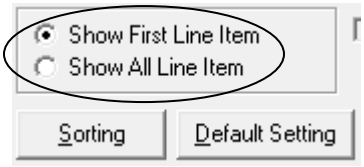
User can create the CSV layout according their preference while click the lookup button. Layout setup screen will be displayed. Click the “New” button for creating a new CSV layout.



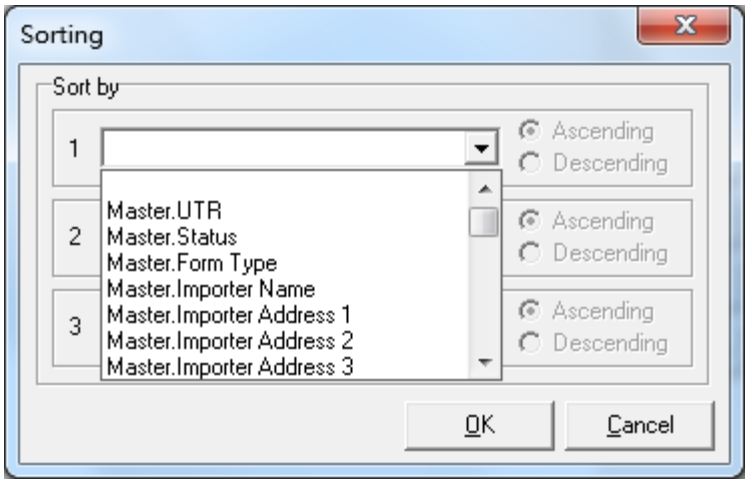
Choose the selected fields, which will be displayed in the CSV file by the arrow buttons, and click button OK for the confirmation.



Show the first good line item or all goods line item.



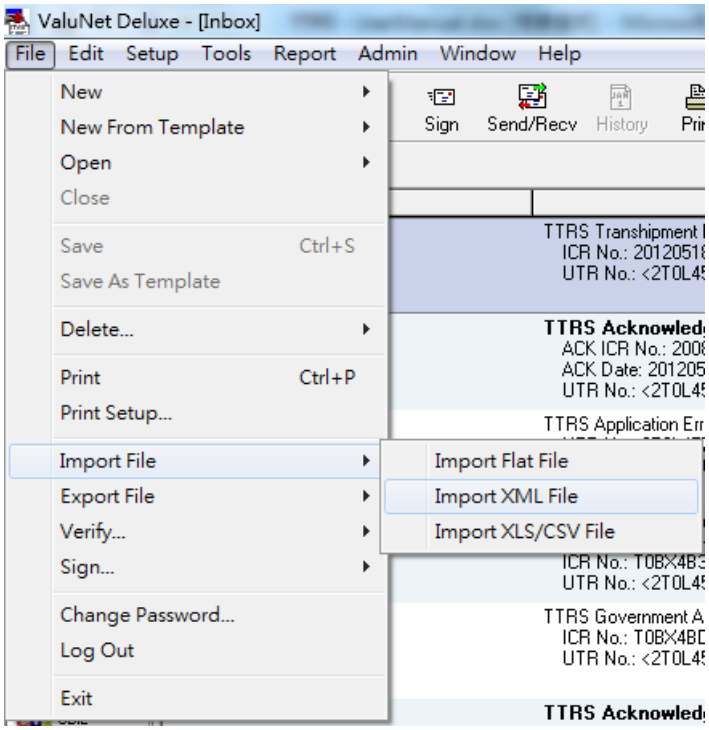
The Sorting window will be display when click the button ‘Sorting’, which help user for sorting the order with the CSV records.



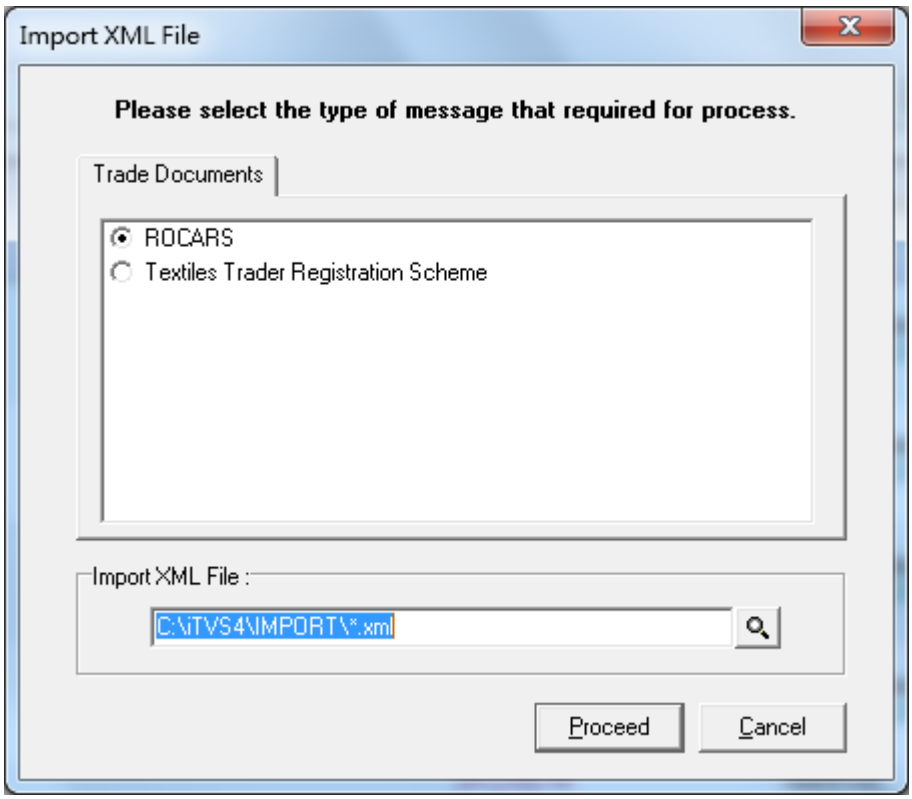
10.7 IMPORT FUNCTION

10.7.1 IMPORT XML FUNCTION

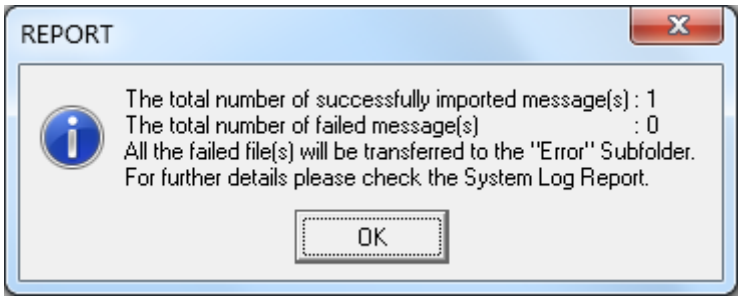
User can create a notification from importing XML files come from external source by clicking File menubar "Import File>Import XML File".



Then the following screen is opened.



User has to click the checkbox of Textiles Trader Registration Scheme and then click Proceed button to proceed.


REPORT
The total number of successfully imported message(s) : 1
The total number of failed message(s) : 0
All the failed file(s) will be transferred to the "Error" Subfolder.
For further details please check the System Log Report.
OK

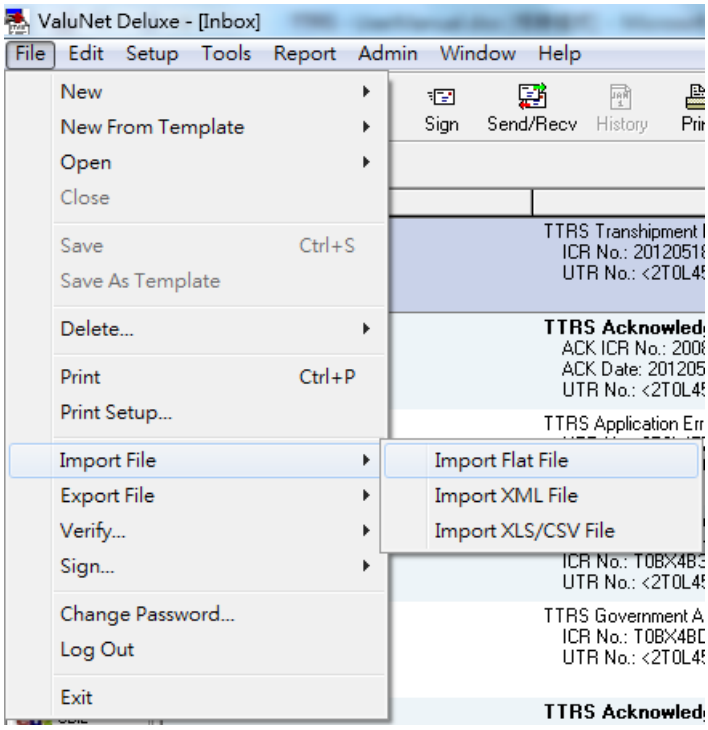
After execution of import function, the import result is prompted for user's confirmation.

Notification imported is treated as a fresh document. However, SAA information and Declarations will not be imported. All types of notification, except Outbound Transhipment Notification (TNO), can be imported. Other documents such as SAA/W, SAA and RFC cannot be imported.

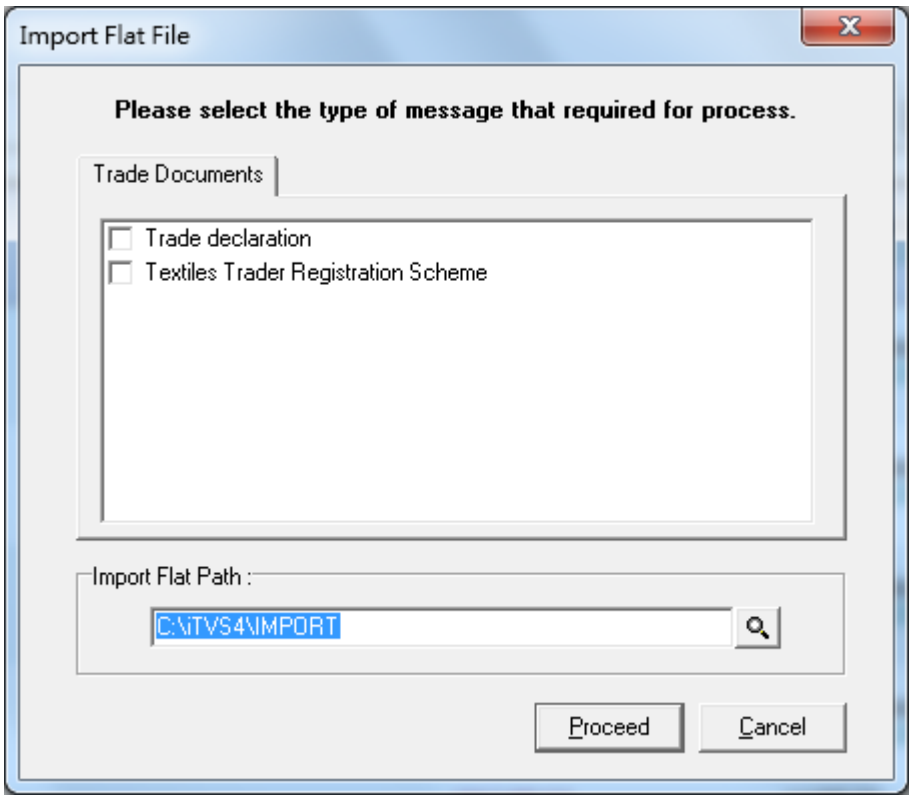
Imported XML is validated by system based on the rules described in the following table. All imported XML file must has the file name with 1st digit = 'R' stands for TTRS and 2nd digit = 'X' stands for XML.

10.7.2 IMPORT FLAT FUNCTION

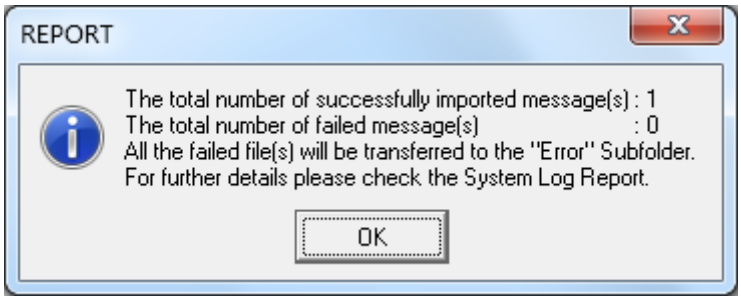
User can create a notification from importing Flat files come from external source by clicking File menubar "Import File>Import Flat File".



Then the following screen is opened.



User has to click the checkbox of Textiles Trader Registration Scheme and then click Proceed button to proceed.


REPORT
The total number of successfully imported message(s) : 1
The total number of failed message(s) : 0
All the failed file(s) will be transferred to the "Error" Subfolder.
For further details please check the System Log Report.
OK

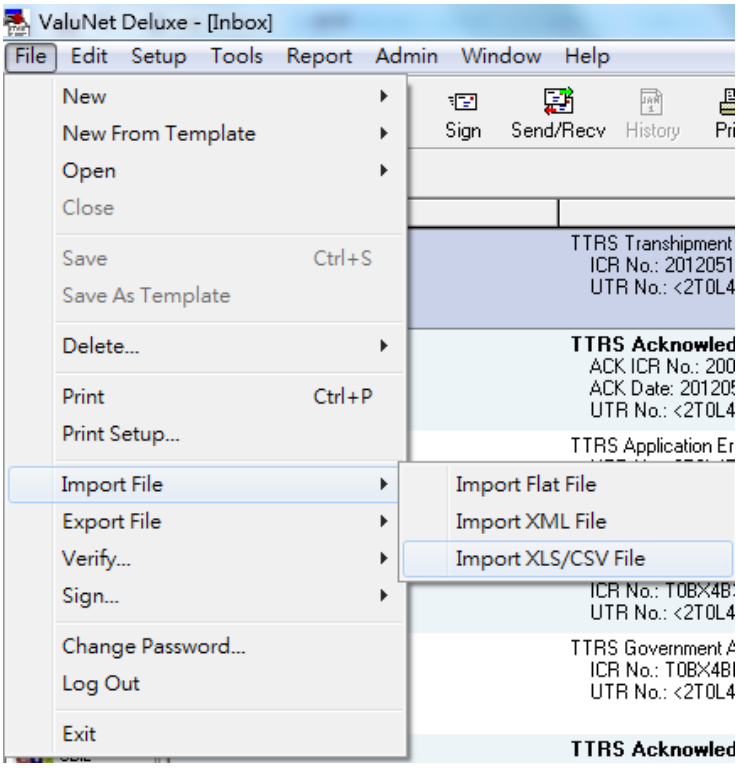
After execution of import function, the import result is prompted for user's confirmation.

Notification imported is treated as a fresh document. However, SAA information and Declarations will not be imported. All types of notification, except Outbound Transhipment Notification (TNO), can be imported. Other documents such as SAA/W, SAA and RFC cannot be imported.

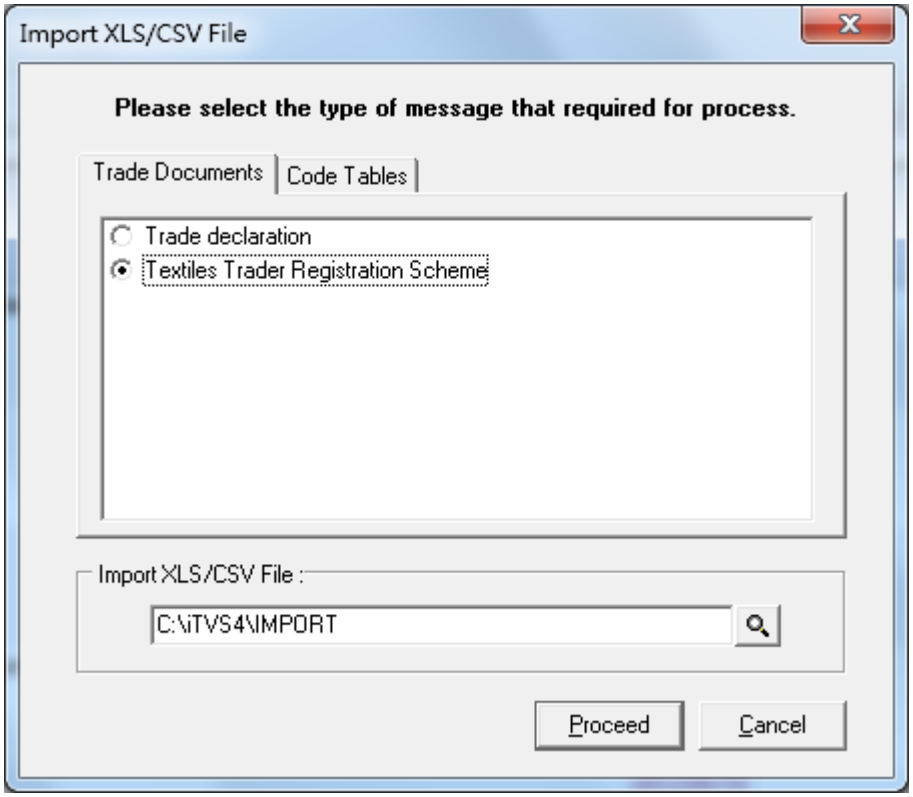
Imported Flat is validated by system based on the rules described in the following table. All imported Flat file must has the file name with 1st digit = 'R' stands for TTRS and 2nd digit = 'F' stands for Flat.

10.7.3 IMPORT CSV FUNCTION

User can create a notification from importing Flat files come from external source by clicking File menubar "Import File>Import CSV File".

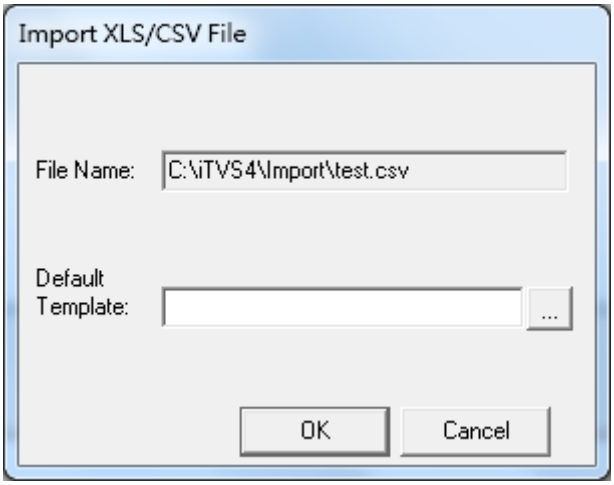


Then the following screen is opened.

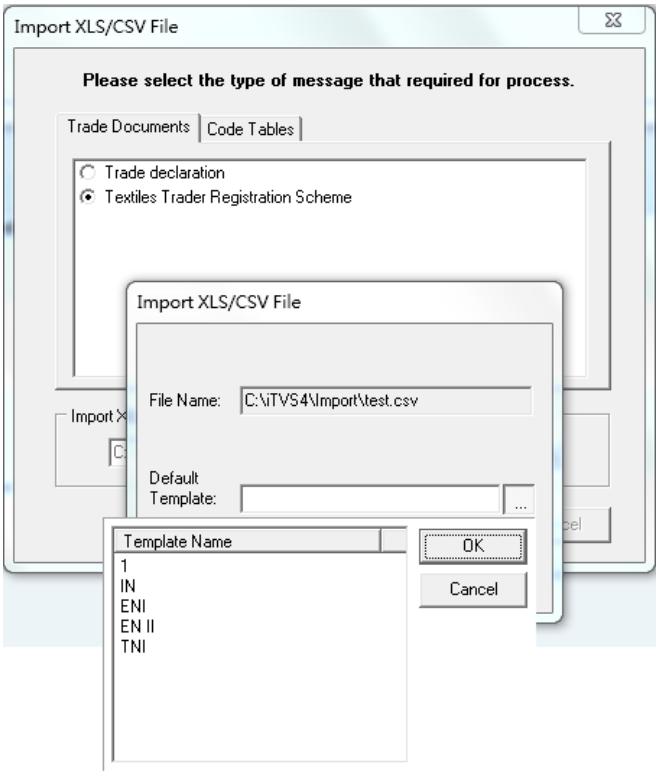


Tick the check box of Textile Trader Registration Scheme with the correct CSV file.

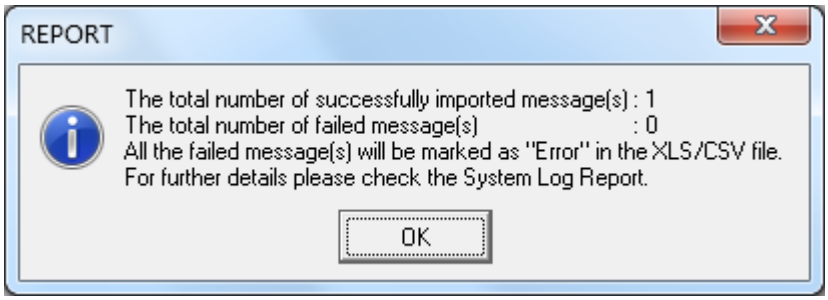
Press Proceed button to proceed, the import XLS / CSV file screen is prompted as below:



Choose the suitable template, which set up before or not leave it blank.



Press OK button to proceed, the screen will be prompted as below.


REPORT
The total number of successfully imported message(s) : 1
The total number of failed message(s) : 0
All the failed message(s) will be marked as "Error" in the XLS/CSV file.
For further details please check the System Log Report.
OK

After importing the files, import result window is prompted. User may press OK button to close the window.

Tips: Only the ‘Import CSV Layout’ format, can be imported.

10.7.4 IMPORT VALIDATION RULES

ID	Error Type	Actions	Error Log statement
1	Exceed maximum field length (Non numeric field)	a) Trim those exceeding characters out. b) Write this error on the log	The length of '<XXX> [item <Y>] [line <W>]' (<ZZZ>)) is longer than maximum allowed (<N>), value trimmed. Where <XXX> is the field description <Y> is the line item of the child information, if any <W> is the line item of the occurrence if any <ZZZ> is the actual value in XML file <N> is the maximum length allowed.
2	Field value is not in the combo box list /option list	a) Reject this document b) Write this error on the log	The value of '<XXX> [item <Y>] [line <W>]' (<ZZZ>) must be one of the followings: <V1>, <V2>, <V3>… Where <XXX> is the field description <Y> is the line item of the child information, if any <W> is the line item of the occurrence if any <ZZZ> is the actual value in XML file <Vx> are the expected values
3	Exceed maximum occurrences of an item	a) Remove those extra occurrences b) Write this error on the log	The number of entries of '<XXX> [item <Y>]' is greater than N, excess entries are removed. Where <XXX> is the field description <Y> is the line item of the child information, if any <N> is the maximum occurrences allowed.
4	Data Type is incorrect	a) Reject this document b) Write this error on the log	'<XXX> [item <Y>] [line <W>]'(<ZZZ>) is an invalid <T>. Where <XXX> is the field description <Y> is the line item of the child information, if any <W> is the line item of the occurrence if any <ZZZ> is the actual value in XML file <T> is the expected type value (e.g. Date, float, integer)
5	Missing mandatory field value	a) Reject this document b) Write this error on the log	The value of '<XXX> [item Y] [line W]' must be entered. Where <XXX> is the field description <Y> is the line item of the child information, if any <W> is the line item of the occurrence if any
6	Besides point 1~5 , not pass other Customer software IM validation rules	a) Reject this document b) Write this error on the log	(Please refer to ValidationCommon.pas in SO service for other error log statements)

ID	Error Type	Actions	Error Log statement
7	Chinese character exists in a field which is not supported Chinese characters	a) Reject this document b) Write this error on the log	Chinese character input (<ZZZ>) is not allowed in '<XXX> [item Y] [line W]' Where <XXX> is the field description <Y> is the line item of the child information, if any <W> is the line item of the occurrence if any <ZZZ> is the actual value in XML file
8	Exceed maximum field length (Numeric field)	a) Reject this document b) Write this error on the log	The length of '<XXX> [item Y] [line W]' (<ZZZ>) is longer than maximum allowed (Len: V1, Decimal: V2). Where <XXX> is the field description <Y> is the line item of the child information, if any <W> is the line item of the occurrence if any <ZZZ> is the actual value in XML file <V1> is the expected length allowed before decimal point <V2> is the expected decimal places allowed
9	For ENII, if Import License/ Import Notification entity and Special Import License entity are coexisted	a) Reject this document b) Write this error on the log	Import License/ Import Notification entity and Special Import License entity cannot be coexisted in ENII

TTRS document from JM-link export file

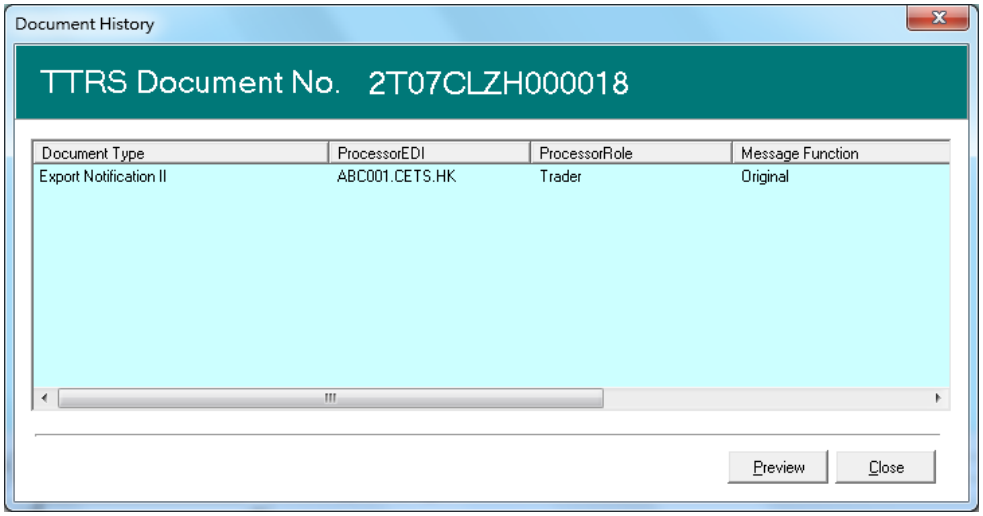
ID	Error Type	Actions	Error Log statement
1	Exceed maximum field length (Non numeric field)	a) Trim those exceeding characters out. b) Write this error on the log	The length of '<XXX> [item <Y>] [line <W>]' (<ZZZ>)) is longer than maximum allowed (<N>), value trimmed. Where <XXX> is the field description <Y> is the line item of the child information, if any <W> is the line item of the occurrence if any <ZZZ> is the actual value in XML file <N> is the maximum length allowed.
2	Field value is not in the combo box list /option list	a) Reject this document b) Write this error on the log	The value of '<XXX> [item <Y>] [line <W>]' (<ZZZ>) must be one of the followings: <V1>, <V2>, <V3>… Where <XXX> is the field description <Y> is the line item of the child information, if any <W> is the line item of the occurrence if any <ZZZ> is the actual value in XML file <Vx> are the expected values
3	Exceed maximum occurrences of an item	a) Remove those extra occurrences b) Write this error on the log	The number of entries of '<XXX> [item <Y>]' is greater than N, excess entries are removed. Where <XXX> is the field description <Y> is the line item of the child information, if any <N> is the maximum occurrences allowed.
4	Data Type is incorrect	a) Reject this document b) Write this error on the log	'<XXX> [item <Y>] [line <W>]'(<ZZZ>) is an invalid <T>. Where <XXX> is the field description <Y> is the line item of the child information, if any <W> is the line item of the occurrence if any <ZZZ> is the actual value in XML file <T> is the expected type value (e.g. Date, float, integer)
5	No value is in Application Reference, Application Type and JM-link frozen mandatory fields	a) Reject this document b) Write this error on the log	The value of '<XXX> [item Y] [line W]' must be entered. Where <XXX> is the field description <Y> is the line item of the child information, if any <W> is the line item of the occurrence if any
6	Exceed maximum field length (Numeric field)	a) Reject this document b) Write this error on the log	The length of '<XXX> [item Y] [line W]' (<ZZZ>) is longer than maximum allowed (Len: V1, Decimal: V2).

ID	Error Type	Actions	Error Log statement
			Where <XXX> is the field description <Y> is the line item of the child information, if any <W> is the line item of the occurrence if any <ZZZ> is the actual value in XML file <V1> is the expected length allowed before decimal point <V2> is the expected decimal places allowed

10.8 HISTORY FUNCTION

In the system, only the latest version of notifications / documents are displayed in Open Search Form. To facilitate the tracing of history records of a notification, a history function is provided. User can open the latest version of notifications/documents and then click History icon

to open a pop up window as below.



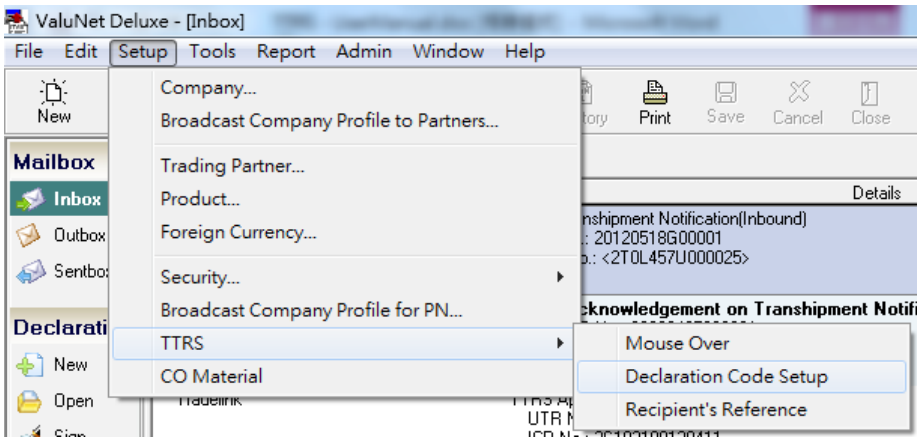
Then the history of that notification is listed. User can open those history records by double-click them and preview those history records by clicking Preview button.

Tips

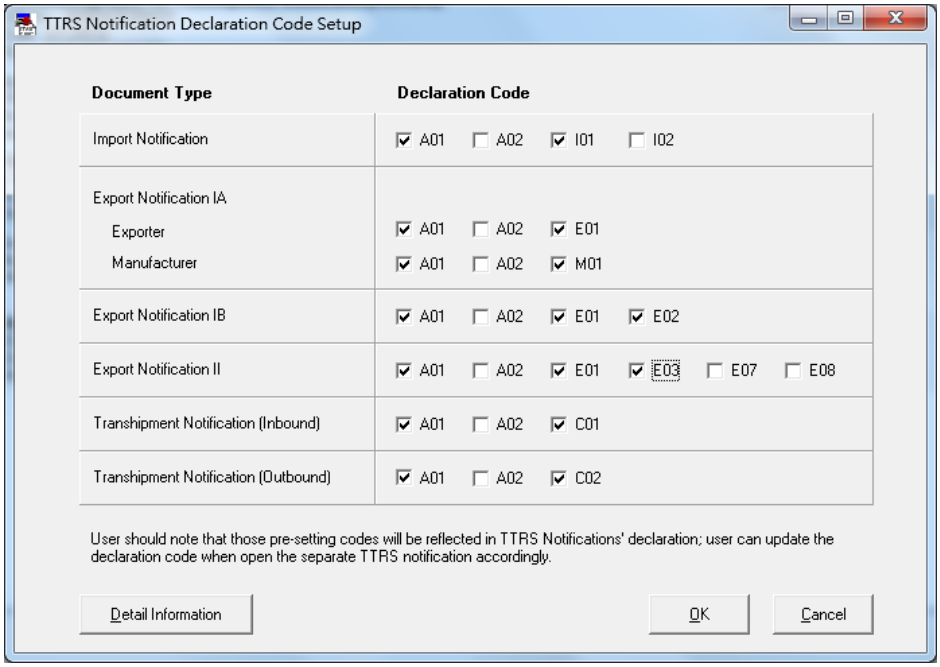
- History icon is disabled when a searching form is displayed with no returned records being chosen and a fresh notification is created.

10.9 DECLARATION CODE SETUP FUNCTION

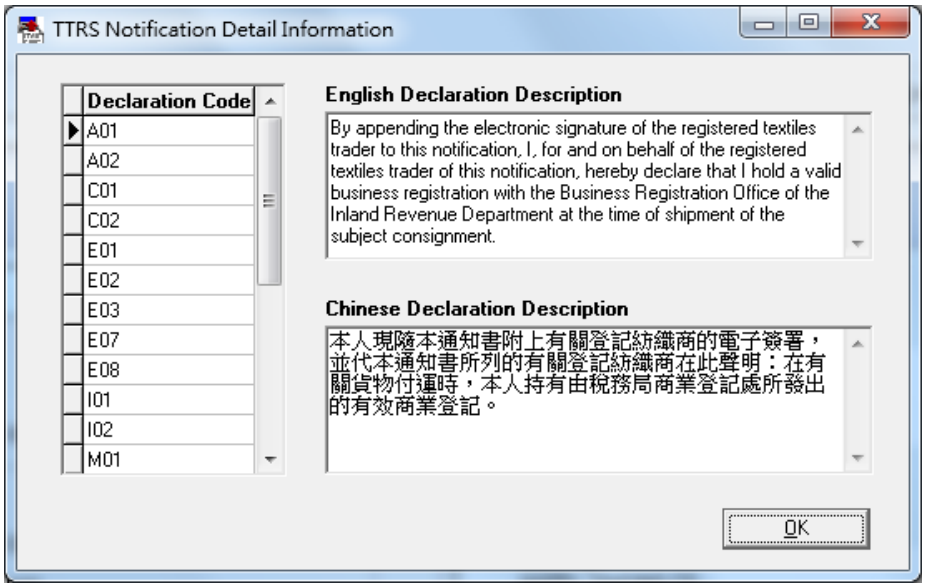
User can setup the declaration code by clicking File menubar "Setup>TTRS>Declaration Code Setup".



TTRS notification Declaration Code Setup form will be displayed. User can check the declaration codes and click the button OK for saving the records.



User can click the button ‘Detail Information’, TTRS Notification Detail information screen will be displayed.


TTRS Notification Detail Information
Declaration Code
A01
A02
C01
C02
E01
E02
E03
E07
E08
I01
I02
M01
English Declaration Description
By appending the electronic signature of the registered textiles trader to this notification, I, for and on behalf of the registered textiles trader of this notification, hereby declare that I hold a valid business registration with the Business Registration Office of the Inland Revenue Department at the time of shipment of the subject consignment.
Chinese Declaration Description
本人現隨本通知書附上有關登記紡織商的電子簽署，並代本通知書所列的有關登記紡織商在此聲明：在有關貨物付運時，本人持有由稅務局商業登記處所發出的有效商業登記。
OK